



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 21 April 2021

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your formal and detailed low est price of quotation form/letter for the follow ing items individually described below , subject to the follow ing conditions:

1. Formal Quotations submitted to this office w ill be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER w ill be served to the supplier/contractor. The delivery date w ill be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment w ill only be effected by strict compliance w ith the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 26 April 2021 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
		VARIOUS OFFICE SUPPLIES : Please see attached PR for details and descriptions.	
		ABC-----	210,000.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :

SHERWIN V. AVELINO

Prepared By

