



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS**

Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 19-May-21

REQUEST FOR QUOTATION OF PRICES

Sir:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

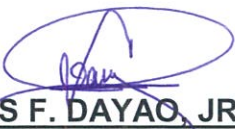
1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department 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 will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 24 May 2021 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
		Various Medical Supplies	
		Please see attached purchase request for specification	
		ABC-----	51,340.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :


LUIS F. DAYAO, JR.
 Canvasser / Property Officer



PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

02-01921

Department Office of Financial Management and Services **PR No.:** _____ **Date:** 3-Feb-21
Section OFMS **SAI No.:** _____ **Date:** 3-Feb-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	bottle	Alcohol, ethyl, 68%-70%, scented, 500 ml	250		
	bottle	Alcohol, isopropyl, 68%-70%, 500 ml	250		
	can	Disinfectant Spray, aerosol type, 400-550 grams	60		
	bottle	Hand Soap, liquid 500ml	30		
	piece	Face Shield, direct splash protection	150		
		xxxxxxxxNothing Followsxxxxxxxx			
ABC					51,340.00

Purpose:
 For the official use of Office of Financial Management Services

Requested By:

Signature _____
 Printed Name: **MYLA GRACE RAGENIA C. MACAHILIG**
 Designation: **Assistant Secretary, OFMS**



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FIFTY ONE THOUSAND THREE HUNDRED FORTY PESOS ONLY (PhP51,340.00)** is available to cover the cost of various supplies and materials (alcohol, disinfectant, hand soap and face shield) for use of the Office of Financial Management Services (OFMS), chargeable against **OFMS's 2021 MOOE – Other Supplies and Materials Expenses**, pursuant to FY 2021 General Appropriation Act (GAA) (R.A. 11158) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to 31 December 2021.

This Certification is issued for whatever lawful purpose it may serve.


FELISA F. MACARAIG
Department Chief Accountant

02 - 21 - 0028
BUDGET DIVISION-CAF
23 February 2021