



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE MALOLOS

Address: 3rd Floor, Malolos Central Terminal and Commercial Hub Inc., XentroMall,
Brgy. Bulihan, City of Malolos, Bulacan 3000
Email: malolos.co@dfa.gov.ph

23 October 2021

REQUEST FOR QUOTATION

The Department of Foreign Affairs – Consular Office Malolos will be procuring ICT Supplies, Office Supplies and Equipment, and Other Supplies and Materials as reflected in the attached Purchase Request/Technical Specification for C.Y. 2021 with the approved budget of **Ninety-Nine Thousand Two Hundred Forty-Four Pesos and Seventy Centavos (P 99,244.70)** for this project.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following and specifications attached in this request.

The payment shall be made within thirty (30) upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. Payment shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all the taxes and other lawful charges.

Deadline of submission is on **Tuesday, 26 October 2021** at 12:00nn.

Very truly yours,

JEKKA ANGELIQUE R. CRUZ
Property Officer