



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 27 October 2021

REQUEST FOR QUOTATION OF PRICES


Sir/Madam:

Please submit your lowest price quotation for the following item/s 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Monday, 01 November 2021 at 12:00 n.n.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
200	pc	Certificate Holder (portrait)		
		Size: Folded – 9.25” x12.25”		
		Stock: Korea Buff, dark blue pasted on PB#25		
		Print: with gold stamping of Office of the Secretary logo (10cm diameter)		
		Others: with 8 corners ribbon ¼”		
		Inner cover: C2S#120		
		Mechanicals: File supplied		
		Proofing: Includes 1 set of digital proofing		
200	pc	Certificate Holder (portrait)		
		Size: Folded – 9.25” x12.25”		
		Stock: Korea Buff, dark blue pasted on PB#25		
		Print: with gold stamping of DFA logo (10cm diameter)		
		Others: with 8 corners ribbon ¼”		
		Inner cover: C2S#120		
		Mechanicals: File supplied		
		Proofing: Includes 1 set of digital proofing		
200	pc	Certificate Holder (landscape)		
		Size: Folded – 9.25” x12.25”		
		Stock: Korea Buff, dark blue pasted on PB#25		
		Print: with gold stamping of DFA logo (10cm diameter)		
		Others: with 8 corners ribbon ¼”		
		Inner cover: C2S#120		
		Mechanicals: File supplied		
		Proofing: Includes 1 set of digital proofing		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		
				ABC: Php 75,000.00

COMPANY NAME / SUPPLIER :
CONTACT PERSON :
CONTACT NUMBER :
ADDRESS :
Email :


MARIA A. SANTERA
Canvasser/ Property Officer
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