



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

Date: 09 November 2021

**REQUEST FOR QUOTATION OF PRICES**

Sir/Ma dam,

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 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: 12 November 2021 at 12:00nn

<b>QTY.</b>	<b>UNIT</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
		PORTABLE EXTERNAL HARD DRIVE, SSD 1 TB : Please see attached PR for details and descriptions.	
		ABC-----	<b>56,000.00</b>

**Company Name / Supplier :**

**Address and Telephone No :**

**Contact Person :**

  
**SHERWIN V. AVELINO**  
Prepared By