



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**Lipa City Batangas**  
2/F Robinsons Place Lipa City Batangas  
Tel. No. (043) -722-0578  
Email: [lipa.rco@dfa.gov.ph](mailto:lipa.rco@dfa.gov.ph)

## REQUEST FOR QUOTATION

Date 17 November 2021

Name  
Designation/Company  
Address

The Department of Foreign Affairs - Consular Office Lipa will be procuring ICT Supplies, Office Supplies and Equipment and Other Office Supplies and Materials as reflected in the attached Purchase Request/Technical Specifications of C.Y. 2021 with the approved budget of **Eighty Five Thousand Six Hundred Eighty Three (85,683.00)** for this project.

Please submit your lowest price quotation, inclusive of VA and all other applicable taxes, for the following items 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 taxes and other lawful charges.

Deadline of submission is on Monday, 22 November 2021 at 12:00 nn.

<p><b>ACKNOWLEDGEMENT RECEIPT</b> (To be filled up by the company)</p> <hr/> <p>Signature over Printed Name</p> <hr/> <p>Position of the Person Acknowledging Receipt</p> <hr/> <p>Full Company Name</p>
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Very truly yours,

JOSE CHRISTIAN C. PALILLO  
Head of Consular Office