

REQUEST FOR QUOTATION

Name of Company	
Address	
Business Permit No	
Tax Identification No	

10 December 2021

Sir/Madam:

The Department of Foreign Affairs – Office of Policy Planning and Coordination (OPPC) intends to procure Grab Bag and would like to request a quotation from your company. The following are the specifications:

Small Bag Travel Kit Organizer
Genuine leather
Bag size: H: 20 cm x W: 2cm x L: 11 cm
Packed in top & bottom gift box with paper liner
With DFA logo in the item and box
100 PCS

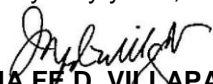
The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations of Republic Act No 9184 otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than 13 December 2021.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For further information, please contact the undersigned at telephone nos. 834-4000 extension 3477 and email mariafe.villapando@dfa.gov.ph.

Very truly yours,


MARIA FE D. VILLAPANDO
Administrative Officer

TERMS AND CONDITIONS:

- *Bidders shall provide correct and accurate information required in this form.*
- *Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.*
- *Send-Bill Arrangement*
- *The Approved Budget for the Contract is PhP130,000.00.*
- *Compliance with the requirements is requested for the Department to consider your offer.*
- *The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.*