



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE
Cagayan de Oro City

14 December 2021

Good Day,

The Department of Foreign Affairs – CO Cagayan de Oro will be procuring a project as reflected in the attached Purchase Request for the official use of this office. The Approved Budget for the Contract is P58,000.00.

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

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

Deadline of submission is on **Friday, 17 December 2021 at 12:00nn.**

Very truly yours,

Fatma Aisha S. Tamano
Acting Property Officer

Name of Supplier:

Representative:

(Signature over Printed Name)

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