



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE PANIQUI

Address: Waltermart Paniqui , Brgy. Estacion, Paniqui, Tarlac 2307
Email: passportservicepaniqui2@gmail.com/paniqui.co@dfa.gov.ph

24 December 2021

REQUEST FOR QUOTATION

Greetings from DFA Consular Office Paniqui!

The Department of Foreign Affairs- Consular Office (CO) Paniqui will be procuring Office Supplies, Office Equipment (Semi-Expendable), and Other Office Supplies and Materials for its official use. The Approved Budget for the Contract is : **PHP 107, 000 .**

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 (30) working days upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FMRD. 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, 27 December 2021 at 12:00 noon

Very truly yours,


ROSETTE T. AUSTRIA
Acting Head of Consular Office

ACKNOWLEDGEMENT RECEIPT (To be filled up by the company)
_____ Signature over Printed Name
_____ Rank/ Designation of Person Acknowledging Receipt
_____ Full Company Name