

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 08-June- 21

REQUEST FOR QUOTATION OF PRICES

Sir:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

- 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.
- 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: 11 June 2021 at 12:00nn

QTY.	UNIT	PARTICULARS		AMOUNT
		Various Office supplies and medical supplies		
		Please see attached purchase request for specification		
			ABC	259,306.56

Company Name / Supplier :

Address and Telephone No:

Contact Person

Canvasser / Property Officer



Section:

PURCHASE REQUEST





Department: Office of ASEAN Affairs

PR No.:

SAI No .:

3 1 MAY 2021

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
NO.	bottle	ALCOHOL, isoprophyll, 68%-72%, 500 ml (-5ml)	150		
	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	40		
	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	40		
	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	40		
	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	750		
	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	10		
	pack	BATTERY, dry cell, AA, 2 piece per blister pack	10		
	roll	TAPE, TRANSPARENT, width: 24mm (+1mm)	36		
	roll	TAPE, TRANSPARENT, width: 48mm (+1mm)	24		
	piece	FACE SHIELD, direct splash protection	300		
	piece	FLASH DRIVE, 16GB capacity	50		
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	10		
	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	10		
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1)mm)	10		
	set	MARKER, FLUORESCENT, 3 assorted colors per set	10		
	box	PAPER CLIP, vinyl/ plastic coat, length: 32mm min	10		
	box	PAPER CLIP, vinyl/ plastic coat, length: 48mm min	55		
	piece	DATING AND STAMPING MACHINE, heavy duty	4		
	pair	SCISSORS, symmetrical, blade length: 65 mm min	12	35 13 15 15	
	piece	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	60		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip xxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	60		
		Approved Budget for the Contract (ABC) Chargable against ASEAN's 2021 MOOE			
		Grial gable against AGEAR 3 2021 MOGE	ABO		Php 259,306.56

Purpose:

For official use of the Office of ASEAN Affairs

Requested by:

Signature

Printed Name Designation

JUNEVER M. MAHILUM-WEST

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Assistant Secretary, ASEAN