



**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:

1. 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.
3. 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
500	Pieces	Presentation Folder, A4 Transparent cover Blue	
100	Pieces	Presentation Folder, Legal, Transparent cover Blue	
400	Pieces	ID plastic jacket, transparent, 4" x 6"	
400	Pieces	ID lace	
12	Pieces	Canon Ink cartridge (black) PGI-35 for canon Pixma iP110	
5	Pieces	Canon Ink cartridge (Color) PGI-36 for canon Pixma iP110	
		ABC-----	178,410.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :


LUIS F. DAYAO, JR.

Canvasser / Property Officer



PURCHASE REQUEST

Department of Foreign Affairs



Department: Office of ASEAN Affairs

PR No.:

05-04521

Date:

31 MAY 2021

Section:

SAI No.:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Presentation Folder, A4, Transparent cover, Blue	500		
	piece	Presentation Folder, Legal, Transparent cover, Blue	100		
	piece	ID plastic jacket, transparent 4" x 6"	400		
	piece	ID lace	400		
	piece	Canon Ink cartridge (black) PGI-35-For Canon Pixma iP110	12		
	piece	Canon Ink cartridge (color) PGI-36-For Canon Pixma iP110	5		
		xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx			
		Approved Budget for the Contract (ABC) Chargable against ASEAN's 2021 MOOE			
				ABC	Php 178,410.00

Purpose: For official use of the Office of ASEAN Affairs

Requested by:

Signature

Printed Name

JUNEVER M. MAHILUM-WEST

Designation

Assistant Secretary, ASEAN