REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 29-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: 02 July 2021 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
30	Piece	Flash drive, 16 GB Capacity	
10	Unit	Mouse, Wireless	
60	Cart.	Ribbon Cart. Epson C135015632, Black for Epson Lx-310	
35	Cart.	Toner Cart. HP CE 285A (HP85A), Black for HP Laserjet P1102	
20	Unit	Mouse, optical USB connection type min.cable length 15m	
20	Piece	Mouse Pad	
		xxxxxxxxxx NOTHING FOLLOWS xxxxxxxxxx	
		ABC-------	**179,067.00**

Company Name / Supplier :

Address and Telephone No :

Contact Person :

LUIS F. DAYAO, JR.
Canvasser / Property Officer

PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

05-05121

Department: Office of Financial Management and Services | PR No.: | Date: 31-May-21

Section: OFMS | SAI No.: | Date: 31-May-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Flash Drive, 16 GB capacity	30		
	unit	Mouse, wireless	10		
	cart	Ribbon Cart, Epson C135015632, Black, for Epson LX-310	60		
	cart	Toner Cart,HP CE285A(HP85A),Black for HP Laserjet P1102	35		
	unit	Mouse, optical, USB connection type, min.cable length 15m	20		
	piece	Mouse Pad	20		
		xxxxxxxxxxNothing Followsxxxxxxxxx			
				ABC	179,067.00

Purpose:
For the official use of Office of Financial Management Services

Requested By:

Signature

Printed Name: MYLA GRACE RAGENA C. MACAHILIG
Designation: Assistant Secretary, OFMS