

## REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FOREIGN AFFAIRS

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

Date: 30-June-2021

## **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: 05 July 2021 at 12:00nn

QTY.	UNIT	PARTICULARS		AMOUNT
		Various office supplies		
		Please see attached purchase request for specification		
		XXXXXXXXXX NOTHING FOLLOWS XXXXXXXXX		
			ABC	102,897.00

Company Name / Supplier

Address and Telephone No :

**Contact Person** 

LUIS F. DAYAO. Canvasser / Property Officer

	DEPARTIMEN	PURCHASE REQU Department of Foreign Agency			
Department Section		Office of Financial Management and Services	PRN2	- 0 <u>2</u> 9	21 11-Feb-21
		Commission on Audit	SAI No.:	Date: _	11-Feb-21
Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pack	Battery, dry cell, AAA, 2 pieces per blister pack	6		
	pack	Book binding cover paper, Blue, A4	5		
	pad	Bookmark flags memo sticky notes	15		
	box	Clip, Backfold, all metal, clamping: 32 mm	10		
	piece	Cutter Knife	5		
	piece	Daily Time Record	50		
	pack	Document File Folder (green,legal,2holes,3inches)	30		
	box	Envelope, mailing, white, 70gsm	2		
	roll	Fax Paper, 216mmx30mm	10		
	pack	Glue Stick, 2pc/pack	8		
	ream	Paper, Multicopy, A4	25		
	ream	Paper, Multi-Purpose (Copy) A4	50		
	piece	PVC File Folder (JEV Folder)	40		
	pair	Scissors, symmetrical, blade length: 65 mm	15		
	pad	Sticky Note, (3"x5")	20		
	box	Retractable Balipen, black, 12pc/box	5		
	box	Retractable Ballpen, blue, 12pc/box	5		
	box	Retractable Ballpen, red, 12pc/box	5		
	box	Sign Pen, black w/ rubber grip 0.5	5		
	box	Sign Pen, blue w/ rubber grip 0.5	5		
	piece	Stapler, Standard Type, load cap.: 200 staples	5		
	piece	Stapler, Heavy Duty Staple Wire #10	1		
	box	Staple Remover, Flier-Type	1 5		
	piece roll	Tape, Masking, white, width: 48 mm	5 15		
	roll	Tape, double sided	10		
	cart	Toner Cart, HP CE285A(HP85A), Black for HP Laserjet P1102	15		
	roll	Twine, plastic, 1 kilo per roll	10		
	pc	Woven polypropylene sacks, 26"x40"	300		

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Stock No.	Unit	ITEM	/ DESCRIPTION	Quantity	Unit Cost	Total Cost
	can	Insecticide, aerosol ty	pe, 600 ml	6		
	can	Air Freshener, aeroso	, 280 ml / 150 g	6		
		xxxxxxxxxx	Nothing Followsxxxxxxxxx			
				Cue	d Tadal	102,897.00
		official use of Com	mission on Audit	Gran	d Total	102,897.00
Purpose		official use of Com Requested By:	mission on Audit	Gran		102,897.00
	For the		mission on Audit	Gran		102,897.00