REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 3 August 2021

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your formal and detailed lowest price of quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal 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: 6 August 2021 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
		VARIOUS OFFICE SUPPLIES: Please see attached PR for details and descriptions.	
		ABC------	**89,350.00**

Company Name / Supplier :

Address and Telephone No :

Contact Person :

SHERWIN V. AVELINO
Prepared By