



DEPARTMENT OF FOREIGN AFFAIRS

DFA Consular Office
Dumaguete

25 August 2021

Good Day,

The Department of Foreign Affairs - CO Dumaguete will be procuring a project as reflected in the attached Purchase Request/Technical Specifications for the official use of this office. The Approved Budget for the Contract is: **P 51,498.00**.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice w/complete requirements as prescribed by OFMS-FRMD. Payment shall be made through List of Due & Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

Deadline of submission is on: Monday, 30 August 2021 at 12:00nn

Very truly yours,

Cliff Bunny V. Seares
Property Officer

Name of Supplier: _____

Representative: (Signature) _____

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834-4000
www.dfa.gov.ph

PURCHASE REQUEST


Department of Foreign Affairs
Agency

Department : Office of Consular Affairs PR No. 2021-08-015 Date: 16 August 2021

Section : Consular Office Dumaguete SAI No. _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	UNIT	UPS (Uninterrupted Power Supply), 650VA/375Watts	5		
2	UNIT	Webcam. Usb type, 1080p, hd	2		
3	UNIT	Laptop, atleast intel processor, 4gb ram, and 256 hdd or higher	2		
			Total		P51,498.00

Purpose: Procurement of Common ICT Equipment.

Signature	Requested By:
Printed Name :	 JOSELITO B. BLAS
Designation :	Head of Consular Office