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

Date: **26 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: 31 August 2021 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
		CASH REGISTER RIBBON & TAPE : Please see attached PR for details and descriptions.	
		ABC-------	87,500.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :

SHERWIN V. AVELINO
Prepared By

PURCHASE REQUEST

Department of Foreign Affairs
Agency

07-00921 SHP

Department Office of Financial Management and Services **PR No.:** _____ **Date:** 7-Jul-21

Section OFMS **SAI No.:** _____ **Date:** 7-Jul-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Cash Register Ribbon (Epson ERC 32)	250		
	roll	Cash Register Tape Machine Roll, 100/box, 44x80 mm	500		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				ABC	87,500.00

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

Requested By:

Signature

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