



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS**

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 27 August 2021

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your lowest price quotation for the following item/s 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Thursday, 02 September 2021 at 12:00 n.n.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
5,000	Pc	CHRISTMAS CARD		
		Material: Foldcote Cal. 15		
		Size: 10" X 7" (spread) 5" X 7" (folded)		
		Color/Print: Full colors		
		Lamination: Matte+ Spot UV (1 side)		
5,000	pc	ENVELOPE		
		Material: Conqueror-like Smooth Wove (120 gsm) – Diamond White		
		Size: 5" X 7" (fit to size)		
		Color: Gold Stamping of "Department of Foreign Affairs" on flap		
		<i>Price quoted should include design and lay-out of the Christmas Card.</i>		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			ABC: Php 120,000.00	

COMPANY NAME / SUPPLIER :
 CONTACT PERSON :
 CONTACT NUMBER :
 ADDRESS :
 Email :


MARIA A. SANTERA
 Canvasser/ Property Officer
 Office of the Secretary
 Tel No. 8-834-4003
 Email: osec.property@dfa.gov.ph

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department OFFICE OF THE SECRETARY

PR No. :

08-01221

Section COORDINATION

SAI No.:

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
CHRISTMAS CARDS WITH ENVELOPES					
	pc	CARD	5,000		
		Material: Foldcote Cal. 15			
		Size: 10" X 7" (spread) 5" X 7" (folded)			
		Print: Full color			
		Lamination: Matte+Spot UV (1 side)			
	pc	ENVELOPE	5,000		
		Material: Conqueror-like smooth wove (120gsm) -Diamond White			
		Size: 5" X 7" (fit to size)			
		Color: Gold stamping of "Department of Foreign Affairs" on flap			
		** With concept, design and lay-out			
			ABC:	Php 120,000.00	

06 AUG 2021

RECEIVED BY:

REQUESTED BY:

APPROVED BY:

Printed Name

MARI A. SANTERA
MARI A. SANTERA
Property Officer

KIRA CHRISTIANNE D. AZUCENA
KIRA CHRISTIANNE D. AZUCENA
Chief of Staff