



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 8834-3943

Date: 17 September 2021

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

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 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 delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Submit a formal quotation with your company letterhead and signed by your authorized representative.
7. Deadline of Submission of quotation is on **21 September 2021, at 12:00 noon**

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
		Please see attached Purchase Request	
		XXXXXXXXXXXXXX	
			ABC PhP120,000.00

COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

PREPARED BY:



JONVIC S. GONZALES