

## OFFICE OF FINANCIAL MANAGEMENT SERVICES

28 March 2023

Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase <u>HEPA-filtered air purifier</u> and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance on the attached Request for Quotation of Prices/Purchase Request for the said procurement. The Department accepts open quotations submitted directly, through the email given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Three Hundred Thirty Thousand Pesos (Php. 330,000.00)** only. Kindly send the proposed quotation on or before **31 March 2023 at 12:00 noon.** 

Should you require further clarification, please contact the Office of Financial Management Services at telephone number 8834-3721 or send an email to ofms@dfa.gov.ph.

Very truly yours,

DOMINGO P. NOLASCO Assistant Secretary

Attachment: As stated



## PURCHASE REQUEST

## Department of Foreign Affairs Agency

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Department		Office of Financial Management and Services 3	PR U.J		
Section		Office of Financial Management and Services 3 OFMS	SAI No.:	Date:	1 <u>5</u> MAR 2023
25					
Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
<u> </u>	unit	HEPA-filtered Air Purifier	10		
	_	Specification:			
		- with fully sealed HEPA 13 standard			
<del></del>		- with HEPA and carbon filter			
	_	- smart capable			
·	_	- with wi-fi			
		- senses and displays real-time air quality			
	_	- oscillates upto 350 ° and with easy filter care			
	<u> </u>	- dimension: at least 41"H x 8.7"W x 4.72"L			
		- with remote control			
		- with minimum of 2years warranty			
		"All items must be of reputable/well-known brands"			
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			A	BC	330,000.00
Purpose:	For the c	official use of Office of Financial Management Servi			
		Requested By:			
Signature			<del>_</del>		
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Printed Name: Designation:	DOMINGO P. NOLASCO Assistant Secretary, OFMS				
Designation.	ì	Addictant decretary, or Mo			