

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>office supplies</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 Two Thousand Seven Hundred Twenty Six Pesos and 40/100 (Php. 302,726.40) 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

SHP

Department		Office of Financial Management and Services	PR NU:	Date	5 MAR 2023
Section		OFMS	SAI No.:	Date:_	_
Stock	1	T	<u> </u>	I	
No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
Office Supplies	piece	Correction Tape, 8 meters	200		
Office Supplies	box	Folder, pressboard, 240mm x 370mm, 100pcs/box	40		
Office Complian	h	Looseleaf Cover, made of chipboard, for Legal,	60		
Office Supplies		50sets/bundle			
Office Supplies Office Supplies	piece ream	Magazine File Box, Large	80		
Office Supplies	piece	Paper, Multi-Purpose (Copy), 70gsm, A4 Stamp Pad, felt	1,500	<u> </u>	
Office Supplies	roll	Tape, Transparent, width: 24 mm	50		
Office Supplies	1011	xxxxxxxxxxNothing Followsxxxxxxxxx	240		
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			A	BC	302,726.40
Purpose:	For the	official use of Office of Financial Management Se	rvices		
		Requested By:			
Signature					
Printed Name: Designation:		DOMINGO P. NOLASCO Assistant Secretary, OFMS			