

0-04A-221-2023

## UNDERSECRETARY FOR ADMINISTRATION

## REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs intends to <u>Procure Three (3) PDF Tool Licenses</u> <u>for the Official Use of UA Personnel</u> and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached purchase request for the procurement. The Department accepts open quotations submitted directly through the email given below. Quotations should not exceed the Approved Budget for Contract (ABC) of <u>Sixty Thousand Pesos only (Php 60,000.00)</u>.

Should you require further clarification, please contact the Office of Undersecretary for Administration at office no. <u>8834-4064</u> or send an email to <u>vina.corpuz@dfa.gov.ph</u> on or before 04 April 2023, 12:00NN.

Very truly yours,

ANTONIO A. MORALES
Undersecretary

Pasay City, 30 March 2023



## DEPARTMENT OF FOREIGN AFFAIRS 2330 Roxas Boulevard, Pasay City, Metro Manila

## **PURCHASE REQUEST**

Department: The Undersecretary for Administration

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Section:			P.R. No			
STOCK NO.	UNIT	PARTICULARS		QUANTITY	UNIT COST	TOTAL COST
	Licenses	PDF Tool Licenses		3		
	Licenses	PDF Tool Licenses  1 year License renewal Pro subscription Works on Windows and Mac Edit text and images, reorder, and de Convert PDFs and export to Word, E Easily create, fill, sign, and send form Sign documents, request signatures, in real time Add security and password-protect P Turn scanned documents into editabl Redact to permanently remove sensitinformation Compare two versions of a PDF to re Add a logo to brand your agreements PDF forms to instantly create web form Licenses must be from reputable and	excel, and PowerPoint as and track responses DF files e, searchable PDFs tive visible eview all differences and upload existing	3		
					Total	Php 60,000.00
Purpose:		For the official use of UA office.				,
Signature: Printed Name: Designation:		Requested by:  MA. VINA CARMINA D. CORPUZ  Property Officer	Approved by:  ANTONIO A MORALES  Undersecretary			