

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 05 April 2023

REQUEST FOR QUOTATION OF PRICES

Sir:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

- 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 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.
- Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
- 4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
- 5. Deadline for Submission of Quotation: 12 April 2023 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
5	Pcs AIR PURIFIER / FILTERING MACHINES, (with Hepa Filter and UVC)		
		xxxxxxxxxx NOTHING FOLLOWS xxxxxxxxxx	
		ABC	52,500.00

Company Name / Suppli	er:						
Address and Telephone No:							
Email add	:						
Contact Person	:						
LUIS F. DAYAO, JR.							

Canvasser / Property Officer

PURCHASE REQUEST



Department of Foreign Affairs Agency

Department Section		OFFICE OF TREATIES AND LEGAL AFFAIRS	PR 0.3	- 0.5 Date:	425 7 MAR 202
Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost (Php)	Total Cost (Php)
	unit	Air Purifier/Filtering Machines (with Hepa Filter and UVC)	5	<u>(i iib)</u>	(1.119)
	xxx	xxx	xxx	XXX	
·					······································
		<u> </u>			
				<u> </u>	
-	-		-		··· <u>·</u>
				-	
					
			- 		
	-			-	
					
				-	
					
					
					
		<u> </u>	<u>. J</u>		
		<u> </u>		TOTAL	52,500.00
Purpose	:	For the official use of OTLA.			
Signature Printed Name: Designation:		Requested By:			
		Officer-in-Charge			