



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 5 April 2023

REQUEST FOR QUOTATION OF PRICES


Sir/Madam:

Please submit your lowest price quotation for the following item/s 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Wednesday, 12 April 2023, 12:00 n.n.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
1	unit	Laminating machine Heavy duty; hot and cold laminating mode; overheat protection; automatic sleep; with convenient handles; voltage protection circuit; digital LCD screen control panel; 250 microns maximum film thickness; 13" laminating length; forward and reverse switch; professional grade motor		
2	unit	Paper trimmer/cutter Cuts up to 10 sheets of paper (80 gsm) at a time; encapsulated cartridges; aluminum cutting bed; with paper clamp; with cutting guides; includes at least 4 types of blades: straight, wavy, perforated and fold		
3	unit	Paper shredder 15Liter capacity; sharp steel knife; shredible paper with staples; overheating protection; able to shred at least 8 sheets of A4 paper at a time; 2m/min shredding speed; flame retardant material; with transparent display window; black color		
3	unit	Portable air-conditioner 1.5HP with HEPA, Bio and High Density filters; inverter grade; energy efficient compressor; remote control; external exhaust pipe; roller feet		
1	unit	Electric kettle 1.8 L capacity, 360 degrees rotary base; with high borosilicate glass body; Led light indicator when boiling; concealed stainless steel heating element; automatic one button cover starter; boiling dry protection; auto shut off		
1	unit	Microwave oven 25 liter-capacity; digital control; at least 7 power levels; auto-cook functions; defrost function; grill function; 900 watts		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		
				ABC: Php 90,000.00

COMPANY NAME / SUPPLIER :
CONTACT PERSON :
CONTACT NUMBER :
ADDRESS :
Email Address :


AUREALINDA G. ACOSTA-CAPILI
Canvasser/ Property Officer
Office of the Secretary

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