



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

25 April 2023


Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase office cubicles, mobile pedestal and roller blinds 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 **Nine Hundred Twenty Five Thousand Pesos (Php. 925,000.00)** only. Kindly send the proposed quotation on or before **28 April 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 834-4000, 834-3279, Fax 834-3295

Date: 25 April 2023

REQUEST FOR QUOTATIONS OF PRICES

Sir:

Please submit your lowest price quotation for the following items 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 or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the 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.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline for Submission of Quotation: 28 April 2023 at 12:00 noon

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
		Office cubicles, Mobile pedestal & Roller blinds	
		<i>Please see attached Purchase Request for specifications.</i>	
		xxxxxxxxxxxxxxxxx NOTHING FOLLOWSxxxxxxxxxxxxxxxxx	
		ABC -----	925,000.00

COMPANY NAME / SUPPLIER:

CONTACT PERSON:

CONTACT NUMBER:

ADDRESS:

E-MAIL ADDRESS:

JOENA R. FLORES

Canvasser/Property Officer
Office of Financial Management Services
Department of Foreign Affairs
Tel. No.: 8834-3721
Email: joena.flores@dfa.gov.ph



PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

Department Office of Financial Management and Services **03-03323** PR No. 15 MAR 2023 Date:

Section OFMS SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Office cubicles (2 in 1) Specification: - Top is minimum 25mm thick board melamine - Finish, MFC Laminated - Sidings in minimum 2mm PVC edge band - Minimum of 45mm thick aluminum trims - Two (2) tone fabric finish with minimum of 1200mm L x 1200mm H and 600mm L x 1200m H - With overall dimension of 2400mm L x 1200mm D x 1200mm H - With 1 grommet each staff - inclusion of delivery and installation - with minimum warranty of 5 years for parts and labor	19		
	piece	Mobile pedestal - With dimension of 400mm W x 650mm H x 560mm D - With flush handle - With three (3) drawers - With steel ball bearing - With powder coated finish - inclusion of delivery and installation - with minimum warranty of 5 years for parts and labor	38		
	piece	Roller blinds Specification: - at least one (1) meter - light gray color - inclusion of delivery and installation - with minimum warranty of 2 years for parts and labor xxxxxxxxxxNothing Followsxxxxxxxxxx	40		
			ABC		925,000.00

Purpose: **For the official use of Office of Financial Management Services**

Signature _____ Requested By: 
 Printed Name: **DOMINGO P. NOLASCO**
 Designation: **Assistant Secretary, OFMS**