



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

**REQUEST FOR QUOTATIONS OF PRICES**

22 June 2023

Sir / Madam:

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 of Submission of quotation is on **26 June 2023 at 12:00NN.**

Should you require further clarification, please contact the undersigned at mobile no.+639569419243 or send an email to [admunit.asean@dfa.gov.ph](mailto:admunit.asean@dfa.gov.ph).

Very truly yours,

  
**BERNADETTE M. DIMAANO**  
Property Officer

**TECHNICAL SPECIFICATIONS**

<b>QTY.</b>	<b>UNIT</b>	<b>PARTICULARS</b>	<b>TOTAL AMOUNT (VAT INCLUSIVE)</b>
10	piece	Wireless keyboard	
600	piece	Portfolio Presentation Folder (black)	
60	pack	Blank Index Card (5x8)	
30	box	Sign Pen 1.0 (blue)	
30	box	Sign Pen 1.0 (black)	
30	pack	Catalog Envelope White (6x9)	
30	pack	Circular Book Ring Binder 3/4"	
			<b>ABC 106,300.00</b>

<b>COMPANY NAME / SUPPLIER:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NO:</b>	