



**DEPARTMENT OF FOREIGN AFFAIRS**  
**KAGAWARAN NG UGNAYANG PANLABAS**

**OFFICE OF FINANCIAL MANAGEMENT SERVICES**

29 June 2023

Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase OFMS Customize Corporate Jackets 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 **Three Hundred Fifty Thousand Pesos (Php. 350,000.00)** only. Kindly send the proposed quotation on or before **04 July 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](mailto: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: 29 June 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: 04 July 2023 at 12:00 noon

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
140	pieces	OFMS Customize Corporate Jackets	
		<i>Please see attached Purchase Request for specifications.</i>	
		xxxxxxxxxxxxxxxxx NOTHING FOLLOWSxxxxxxxxxxxxxxxxx	
		ABC -----	<b>350,000.00</b>

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





**TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES REQUIREMENTS  
(TERMS OF REFERENCE)**

**A.**

NAME OF PROJECT	DESCRIPTION	AMOUNT
OFMS CORPORATE JACKETS	1. Custom Corporate Jacket with Side Pockets  Qty: 140  Material: All American Twill and Brushed Twill  Imprint Logo Design: Embroidery  Color Side A: Dark Blue Moon/Navy Blue Side B: Black  Size: Customized	<b>Php. 350,000.00</b>

**B.** The Service Provider must provide a tailor who will take each employee's measurements for the corporate jacket.

**C.** TERMS OF PAYMENT should be **SEND BILL AGREEMENT**.

**D.** Service Provider must be REGISTERED WITH PHILGEPS in compliance with government's procurement regulations.

Contact Persons/Number: Joena R. Flores / (02) 834-3721  
Kayne R. Cervantes / (02) 834-4700



REVERSIBLE CORPORATE JACKET

SIDE A (COLOR: DARK BLUE MOON / NAVY BLUE)



SIDE B (COLOR: BLACK)



OFMS LOGO (embroidered)

H: 7 cm x W: 7cm