

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department: OFFICE OF THE SECRETARY

PR No. :

06-03623

Section: COORDINATION

SAI No.:

21 JUN 2023

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
CHRISTMAS POSTCARDS/CARDS WITH ENVELOPES					
	pc	POST-CARD	4,500		
		Material: Textured Paper (Crystal Salt) 350 gsm			
		Size: 5.5" X 7.5"			
		Print: Full color			
		Lamination: with stamping and embossing			
	pc	ENVELOPE	4,500		
		Material: smooth wove paper - 120gsm			
		Size: 5.5" X 7'5" (fit to size)			
		Color: Diamond white with Gold stamping of Department of Foreign Affairs on flap			
	pc	CARD	600		
		Material: Textured Paper (Premium White) 350 gsm			
		Size: 12" X 9" (spread) 6" X 9" (folded)			
		Print: Full color			
		Lamination: with stamping and embossing			
	pc	ENVELOPE	600		
		Material: linen			
		Size: 6" X 9" (fit to size)			
		Color: Blue with Gold stamping of Department of Foreign Affairs on flap			
		** With concept, design and lay-out			
			ABC:	Php 350,000.00	


Purpose: For the official use of the Secretary of Foreign Affairs.

RECEIVED BY:

REQUESTED BY:

APPROVED BY:

Printed Name


LAUREL B. DELA CRUZ
 Property Officer


MA. REMEDIOS R. DOMINGO
 Administrative Officer



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

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

Date:

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 _____ at 12:00noon.

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUDED)	
4,500	pc	CHRISTMAS POST-CARD	-		
		Material: Textured Paper (Crystal Salt) 350 gsm			
		Size: 5.5" X 7.5"			
		Print: Full color			
		Lamination: with stamping and embossing			
4,500	pc	ENVELOPE			
		Material: Smooth wove paper - 120gsm			
		Size: 5.5" X 7'5" (fit to size)			
		Color: Diamond white with Gold stamping of Department of Foreign Affairs on flap			
600	pc	CHRISTMAS CARD			
		Material: Textured Paper (Premium White) 350 gsm			
		Size: 12" X 9" (spread) 6" X 9" (folded)			
		Print: Full color			
		Lamination: with stamping and embossing			
600	pc	ENVELOPE			
		Material: linen			
		Size: 6" X 9" (fit to size)			
		Color: Blue with Gold stamping of Department of Foreign Affairs on flap			
		** With concept, design and lay-out			
			ABC	PHP350,000.00	

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



LAUREL B. DELA CRUZ
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