



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

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

Date: 03 July 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 **Thursday, 06 July 2023 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
Canvasser/ Property Officer
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