



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

20 July 2023

Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase Office Supplies 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 **Five Hundred Seventy Four Thousand Twenty Six Pesos and 40/100 (Php. 574,026.40)** only. Kindly send the proposed quotation on or before **25 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.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Domingo P. Nolasco'.

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: 20 July 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: 25 July 2023 at 12:00 noon

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
		Office Supplies	
		<i>Please see attached Purchase Request for specifications.</i>	
		xxxxxxxxxxxxxxxxx NOTHING FOLLOWSxxxxxxxxxxxxxxxxx	
		ABC -----	574,026.40

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

