

OFFICE OF FINANCIAL MANAGEMENT SERVICES

20 July 2023

Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase <u>Office Supplies</u> 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,

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:

- 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.
- Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
- 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		
		Please see attached Purchase Request for specifications.		
		xxxxxxxxxxxxxxxx NOTHING FOLLOWSxxxxxxxxxxxxxxxx		
		ABC	574,026.40	

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CONTACT PERSON:

CONTACT NUMBER:

ADDRESS:

E-MAIL ADDRESS:

JOÉMAK. FLORES
Canvasser/Property Officer
Office of Financial Management Services
Department of Foreign Affairs
Tel. No.: 8834-3721

Email: joena.flores@dfa.gov.ph



Requested By:

Signature

Printed Name:

Designation:

PURCHASE REQUEST

Department of Foreign Affairs Agency

SHP

Department		Office of Financial Management and Service 5	PR No.:7	2 3 ate?	0 JUN 2023
Section		OFMS		Date:	
Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	box	Ball Point Pen, Black 0.7mm	50		
	box	Ball Point Pen, Blue 0.7mm	50		
	ream	Copy Paper, A3	75		
	piece	Correction Tape, 8 meters	200		
	pack	Folder, Plastic Presentation A4 (Sky Blue w/ fastener)	20		
	pack	Folder, Plastic Presentation Legal (Sky Blue w/ fastener)	20		
	box	Folder, pressboard, 240mm x 370mm, 100pcs/box	40		
	piece	Glue Stick, 8 grams	100		
	pack	Index Card, plain, 5x8 inches, 50pcs per box	30		
	bundle	Looseleaf Cover, made of chipboard, for Legal, 50sets/bundle	60		
	piece	Magazine File Box, Large	50		
	piece	Notebook, stenographer	50		
	ream	Paper Color, Pink, legal size	75		
	ream	Paper, DFA Letterhead, A4	80		
	ream	Paper, Multi-Purpose (Copy) , 70gsm, A4	1,500		
	box	Sign Pen, black w/ rubber grip 1.0, 12pcs./box	20		
	box	Sign Pen, black w/ rubber grip 0.7, 12pcs./box	20		
	box	Sign Pen, blue w/ rubber grip 1.0, 12pcs./box	30		
	box	Sign Pen, blue w/ rubber grip 0.7, 12pcs./box	30		
	piece	Stamp pad, felt	30		
	piece	Stamp, Self-inking, w/ DFA & Receiving Print, Date	2		
	piece	Stapler, No.10	10		
	roll	Tape, electrical	12		
	roll	Tape, Transparent, width: 24mm	180		
	cart	Ribbon cart, Epson, LQ-310, black	30		
	unit	In and out Tray Desk (executive type)	15		
	- driit	xxxxxxxxxNothing Followsxxxxxxxxx	15		
			A	BC	574,026.40
Purpose:	For the	official use of Office of Financial Management Servi	ces		

DOMINGO P. NOLASCO

Assistant Secretary, OFMS