



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

**OFFICE OF FINANCIAL MANAGEMENT SERVICES**

27 July 2023

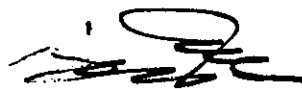
Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase ICT Equipment 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 **One Hundred Twenty Three Thousand Pesos (Php. 123,000.00)** only. Kindly send the proposed quotation on or before **01 August 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: 27 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: 01 August 2023 at 12:00 noon

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
8	unit	Enterprise Solid State Drive (SSD)	
8	unit	Enterprise Random Access Memory (Enterprise RAM)	
6	unit	Server Internal Cooling Fan	
		<i>Please see attached Purchase Request for specifications.</i>	
		XXXXXXXXXXXXXXXXXX NOTHING FOLLOWSXXXXXXXXXXXXXXXXXX	
		ABC -----	123,000.00

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



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHP

Department

Office of Financial Management and Services

PR No.:

03-02123

Date:

Section

OFMS

SAI No.:

Date:

13 MAR 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	unit	Enterprise Solid State Drive (SSD) Specification: - With a minimum capacity of 900GB - SATA/SAS interface - 2.5 inches form factor - Case/Cage/Cady: 2.5 inches hot pluggable - Should be compatible with the existing fleet	6		
	unit	Enterprise Random Access Memory (Enterprise RAM) Specification: - Component density: at least 16GB - Product bus type: PC3L-10600R - Component speed: DDR3-1333 - With Error Correction Code Registered RDIMM - Module type: Server memory (not for desktops) - Voltage: 1.3V - Should be compatible with the existing fleet	8		
	unit	Server Internal Cooling Fan Specification: - Product type: Fan module - Part Number: 654577-002 - Server Application: Proliant DL380P GEN8 - Plug type: Hot pluggable - Should be compatible with the existing fleet "All items must be of reputable/well-known brands" xxxxxxxxxxNothing Followsxxxxxxxxxx	6		
				ABC	123,000.00


Purpose:

For the official use of Office of Financial Management Services

Signature

Printed Name:  
Designation:

Requested By:

  
**DOMINGO P. NOLASCO**  
Assistant Secretary, OFMS