



PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

PR No. : **07-01023**
07 JUL 2023

Department: **OSEC**



PR No. :

Section : **ADMIN**

SAI No.:

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	set	DSLR mirrorless set -45MP Full-Frame CMOS Sensor - Image Processor -Dual Pixel CMOS AF II with 1053 Points -CFexpress & SD UHS-II Memory Card Slots	1		
	set	DSLR mirrorless set with 24-50mm IS kit -24.2MP Full-Frame CMOS Sensor -2.36m-Dot OLED Electronic Viewfinder -RF 24-50mm f/4.5-6.3 IS Lens	1		
	set	lens 70-200mm F4L IS -Aperture Range: f/4 to f/32 -Dual Nano AF System	1		
	set	Camera lens 10-22mm F/3.5-4.5 with EF/EF-S lens to R Mount Adapter -16-35mm (35mm Equivalent) -Aperture Range: f/3.5-29 -With Mount Adapter that maintains AF and Image Stabilization	1		
		xxx nothing followsxxx			
		<i>The goods must have a minimum of one (1) year warranty against inherent defects, parts and labor</i>			
ABC					₱556,000.00

Purpose: For the official use of the OPCD, chargeable against the Capital Outlay Fund of OSEC for Semi Expendable ICT Equipment.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
		
Printed Name	LAUREL B. DELA CRUZ Property Officer	MARIA TERESA T. ALMOJUELA Chief of Staff

15527
DEC 13 2022



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF THE SECRETARY

MEMORANDUM FOR HEAD OF PROCURING ENTITY (HOPE)

Through : The Assistant Secretary, OFMS
CC : The Budget Director, OFMS

FROM : KIRA CHRISTIANNE D. AZUCENA
Chief of Staff

SUBJECT : Supplemental Project Procurement Management Plan

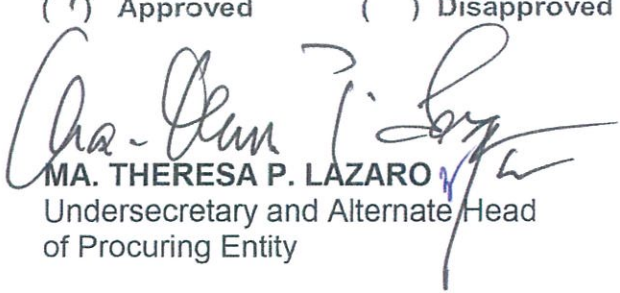
DATE : 30 October 2022

OSEC respectfully requests approval of the attached Supplemental Project Procurement Management Plan (SPPMP) for FY 2022 indicating an allocation of **Five Hundred Fifty-Six Thousand Pesos only (Php 556,000)** to cover the following activity:

Deficient Project/Activity	Amount	Source Project/Activity	Amount
1. Capital Outlay, Information and Communications Technology (ICT) Equipment	556,000	Capital Outlay, Communication Equipment	556,000
Total	556,000	Total	556,000

For the Head of Procurement Entity's consideration.

Approved Disapproved


MA. THERESA P. LAZARO
Undersecretary and Alternate Head
of Procuring Entity

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN

Memorandum dated 28 October 2022

Other Maintenance and Operating Expenses	Representation Expenses							
	Weekly Usec/Assec Meetings; Events and Meetings with DFA Officials and other government agencies					500,000.00		Source: Communication Expenses- Mobile, 500,00
	DFA wine and Gift Bags					200,000.00		Source: Communication Expenses- Landline, 200,000
	Total					700,000.00		
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN								
Memorandum dated 30 October 2022								
Capital Outlay	Information and Communications Technology (ICT) Equipment					556,000.00		Source: Capital Outlay, Communication Equipment
	Total					556,000.00		

Prepared by:

MED
MA. REMEDIOS R. DOMINGO
 Administrative Officer

Noted and Approved by:

Kira
KIRA CHRISTIANNE D. AZUCENA
 Chief of Staff

Date Prepared: 30 October 2022
 Date Submitted: 30 October 2022

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

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

Date: 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 _____ at 12:00 n.n.

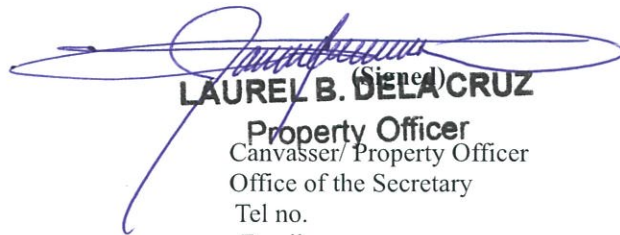
Unit	QTY	PARTICULARS	Unit Cost	Total Cost
unit	1	DSLR mirrorless set -45MP Full-Frame CMOS Sensor -X Image Processor -Dual Pixel CMOS AF II with 1053 Points -CFexpress & SD UHS-II Memory Card Slots		
Unit	1	DSLR mirrorless set with 24-50mm IS kit -24.2MP Full-Frame CMOS Sensor -2.36m-Dot OLED Electronic Viewfinder -RF 24-50mm f/4.5-6.3 IS STM Lens		
unit	1	Lens 70-200mm F4L IS -Aperture Range: f/4 to f/32 -Dual Nano AF System		
unit	1	Camera lens 10-22mm F/3.5-4.5 with EF/EF-S lens to R Mount Adapter -16-35mm (35mm Equivalent) -Aperture Range: f/3.5-29 -With Mount Adapter that maintains AF and Image Stabilization		
		<i>The goods must have a minimum of one (1) year warranty against inherent defects, parts and labor</i>		

			ABC: Php 556,000.00
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Terms and Conditions:	Pls check to comply
1. Deliver to the Department the enumerated supply of labor, materials, consumable and technical skill as stated in the Purchase Request.	
2. Guarantee that it has the capacity to deliver the services required by the DFA	
3. Replace any defective items free of charge within four (4) months upon acceptance.	
Delivery	

1. All items shall be delivered within ten (10) calendar days upon receipt of Notice to Proceed.	
2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.	
3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD	
Terms of Payment:	
1. Payment shall be made by thirty (30) days upon receipt of the monthly invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges	

Conforme: Signature _____
 COMPANY NAME / SUPPLIER :
 CONTACT PERSON :
 CONTACT NUMBER :
 ADDRESS :
 Email Address :


 (Signed)
LAUREL B. DELACRUZ
 Property Officer
 Canvasser/ Property Officer
 Office of the Secretary
 Tel no.
 Email: