REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 8 September 2023

REQUEST FOR QUOTATION 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 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 and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation 13 Sep 2023 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
10	box	Ball Point Pen, Black 0.7mm	
10	box	Ball Point Pen, Blue 0.7mm	
5	box	Ball Point Pen, Red 0.7mm	
5	ream	Bond Paper, Letter, Blue	
5	ream	Bond Paper, Letter, Yellow	
5	ream	Bond Paper, Letter, Pink	
5	ream	Bond Paper, Letter, Green	
30	ream	DFA Letterhead (A4 size)	
30	pack	FOLDER Plastic Presentation A4 (Sky Blue w/ fastener)	
10	pack	FOLDER Plastic Presentation Legal (Sky Blue w/ fastener)	
30	pack	Folder transparent 1st cover black, A4 size	
10	pack	Folder transparent 1st cover black, legal size	
5	pack	Folder, presentation A4 size (assorted color)	
5	pack	Folder, presentation legal size (assorted color)	
10	ream	"CONFIDENTIAL", covering paper, A4, 80gsm	
2	ream	"CONFIDENTIAL", covering paper, Legal size, 80gsm	
		xxxxxxxxxx NOTHING FOLLOWS xxxxxxxxxx	
		ABC-------	₱60,750.00

Company Name / Supplier :
Address and Telephone No:
Email add   :
Contact Person   :

SEVERINO BALIAO
Canvasser / Property Officer