



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

THE UNDERSECRETARY FOR CIVILIAN SECURITY AND CONSULAR AFFAIRS

Date: 29 September 2023

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:


Please submit your formal and detailed lowest price of quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal 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 Departments 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: 04 October 2023, 12:00 noon

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)	
10	pack	Battery, AA, pack			
10	pack	Battery, AAA, pack			
30	piece	CLEAR BOOK, 20 transparent pockets, blue, A4			
5	piece	CLEAR BOOK, 20 transparent pockets, blue, legal			
20	box	CLIP, backfold, black, 32mm			
30	piece	CORRECTION TAPE, 8m			
20	piece	FLASH DRIVE, 16GB (from reputable brand)			
30	pack	FOLDER, L-type, transparent, A4			
70	pack	FOLDER, Presentation folder, plastic, blue, with fastener, transparent front, A4			
20	pack	FOLDER, Presentation folder, plastic, black, with fastener, transparent front, A4			
30	piece	GLUE, all purpose, glue stick, 15g			
15	piece	GLUE, all purpose, liquid, 40g			
10	pack	GOLD SEAL, Notarial Seal, 40 pcs per small pack			
3	unit	MOUSE, optical, USB connection type			
10	piece	NOTEBOOK, stenographer			
80	piece	NOTEBOOK, side spiral, 80lvs			
70	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min			

70	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min			
70	pad	NOTE PAD, stick on, 3x3			
5	box	PAPER, Parchment			
50	box	PAPER CLIP, vinyl coated, 33mm			
50	box	PAPER CLIP, vinyl coated, 50mm			
10	box	PEN, ballpen, black			
10	box	PEN, ballpen, blue			
10	box	PEN, ballpen, red			
20	box	PEN, sign pen, black, .05			
20	box	PEN, sign pen, blue, .05			
15	box	PENCIL, lead, with eraser			
15	pair	SCISSORS, symmetrical			
80	pack	STICKER TAB, "Sign Here"			
30	roll	TAPE, transparent, 48mm			
30	roll	TAPE, masking, 24mm			
30	roll	TAPE, MASKING, 48mm			
50	roll	TAPE TRANSPARENT, width 24mm (±1mm)			
5	piece	TAPE DISPENSER, table top, for 24mm width tape			
		xxxxxxx			
				Approved Budget for the Contract	P 75,000.00

COMPANY NAME / SUPPLIER :
EMAIL ADDRESS :
CONTACT NUMBER :
ADDRESS :


HALLEY C. TALBO
Canvasser/Property Officer