



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

**OFFICE OF THE UNDERSECRETARY FOR MULTILATERAL AFFAIRS  
AND INTERNATIONAL ECONOMIC RELATIONS**

**REQUEST FOR QUOTATION OF PRICES**

27 October 2023

Sir/Madam,

The Office of the Undersecretary for Multilateral Affairs and International Economic Relations (OUMAIER) of the Department of Foreign Affairs (DFA), would like to request a quotation from your company for the following items specified below:

Qty	Unit	Description	Unit Cost	Total Cost (VAT Inclusive)
300	Set	One (1) Inabel or Traditional Woven Kitchen Towel - approximately 11x15"		
		One (1) Notebook with leather cover and logo		
		One (1) Desk/Mouse Pad with logo		
		One (1) Adjustable wooden laptop stand, can carry up to 15" laptop		
		Gift Box (Packaging) – native box with ribbon and custom tag		
<b>TOTAL ABC</b>				<b>PHP 600,000.00</b>

Kindly submit a signed quotation not exceeding the Approve Budget for the Contract (ABC) on or before **6 November 2023, 12:00NN.**

Company Name / Supplier : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email Address : \_\_\_\_\_

  
**NIÑO S. BALLADOLID**  
Canvasser/ Property Officer  
DFA - OUMAIER  
Tel No. +632 8834 3057  
Email: nino.balladolid@dfa.gov.ph

## **SAMPLE AND SPECIFICATIONS**

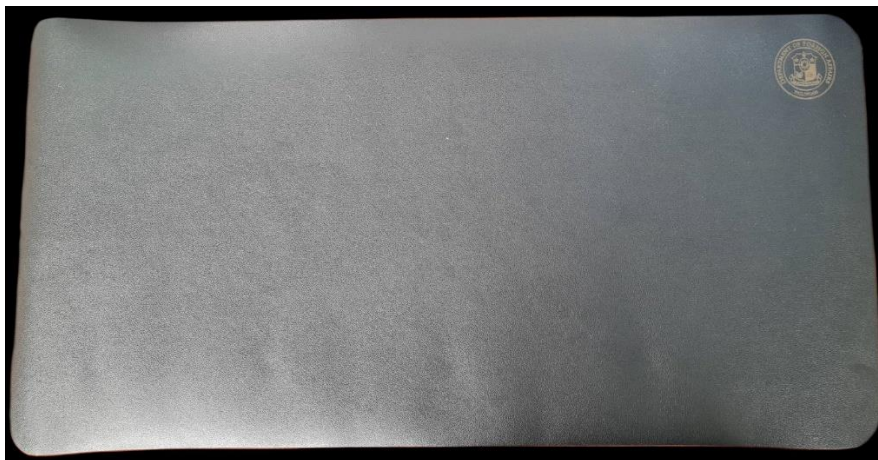
1. GIFT BOX (packaging) – native box with ribbon and custom tag



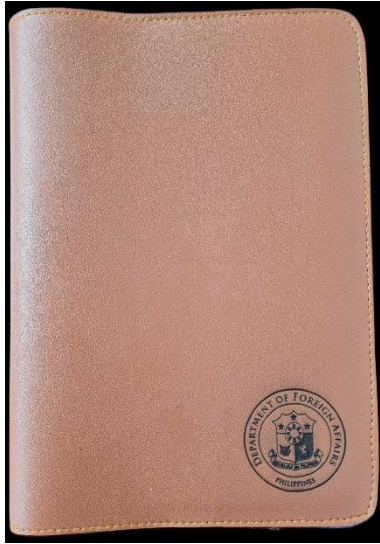
2. One (1) INABEL TOWEL - Approximately 11 inches x 15 inches inabel or traditional woven kitchen towel



3. One (1) DESK/MOUSE PAD with Logo



4. One (1) NOTEBOOK with Leather Cover



5. One (1) WOODEN LAPTOP STAND – adjustable, can carry 10-15inch laptop

