



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**DFA Consular Office  
Calasiao**

8 November 2023

Good Day,

The Department of Foreign Affairs - CO Calasiao will be procuring a project as reflected in the attached Purchase Request/Technical Specifications for the official use of this office. The Approved Budget for the Contract is: Php 86,700.00.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice w/complete requirements as prescribed by OFMS-FRMD. Payment shall be made through List of Due & Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

Deadline of submission is on: 13 November 2023 at **12:00nn**

**Very truly yours,**

  
**Kristine G. Bince**  
Property Officer

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Name of Supplier: \_\_\_\_\_

Representative: \_\_\_\_\_  
(Signature over Printed Name)