



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE SAN PABLO

San Pablo City, Laguna
 2nd Level SM City San Pablo, Brgy. San Rafael, San Pablo City
 Telephone Number: (049) 521 0246
 Email: sanpablo.co@dfa.gov.ph

REQUEST FOR QUOTATION

Dear Sir/madam:

NOV 09 2023

Good day.

The Department of Foreign Affairs – Consular Office San Pablo will be procuring various office and other supplies and materials for its official use. The Approved Budget for the Contract is: **Php 55,990.00**.

In this regard, this office would like to request a formal quotation from your office, based on the attached technical specifications – provided that you are able to comply with the following basic requirements:

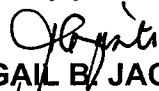
- Amenable to a “Send Bill” mode of payment;
- Quoted price is inclusive of VAT and other applicable taxes;
- The Service Provider must be able to provide the following documents:
 - BIR Certificate of Registration
 - Valid Mayor’s/Business Permit
 - Valid PhilGEPS Certification and Printed Screenshot of Online PhilGEPS Registration Information Account (see attached sample).
- The Service Provider must submit their formal quotation bearing their company’s letterhead and duly signed by an authorized representative.

Deadline of submission is on or before ^{12:00 NN} NOV 14 2023. Quotations may be submitted personally or through the email address indicated above.

Kindly sign on the space provided below to acknowledge receipt of the request.

ACKNOWLEDGEMENT RECEIPT (To be filled up by the company)
_____ Signature over Printed Name
_____ Position of person acknowledging receipt
_____ Full Company Name

Very truly yours,


ABIGAIL B. JACINTO
 Property Officer