



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
OFFICE OF THE CONSULAR AFFAIRS

Date: 13 NOV 2023

**REQUEST FOR QUOTATION OF PRICES**

Sir/Madam:

Please submit your formally detailed lowest price 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 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: 16 NOV 2023 at 12:00NN

QUANTITY	UNIT	PARTICULARS	AMOUNT
12,500	PIECES	<b>Supply and Delivery of Flyers on Apostille Information (7 Questions about Apostille)</b> Size: A4 Paper: Coated both sides (C2S), 80gsm Process: Offset Process Printing: Full color (Front & Back), Trifold Quantity: 12,500pcs Packing: 500 pcs/bundle	
12,500	PIECES	<b>Supply and Delivery of Flyers on Apostille Information (Authentication Dos and Don'ts: Your quick guide to avoid fixers and scammers)</b> Size: A4 Paper: Coated both sides (C2S), 80gsm Process: Offset Process Printing: Full color (Front & Back), Trifold Quantity: 12,500pcs Packing: 500 pcs/bundle	
240,000	PIECES	<b>Supply and Delivery of Apostille Application Forms .</b> Size: 8.5" x 14" sq. in. Paper: Bookpaper, 80gsm, Offset Printing Printing: Back-to-back printing with color red checks Color: Lavender (#CDB0EE) Quantity: 480 reams Packing: 500pcs/ream Delivery: Quarterly delivery	
		APPROVED BUDGET OF CONTRACT (ABC)	PhP800,000.00

Company Name / Supplier:

Address and Telephone Number:

Contact Person:

  
**DYAN KRISTINE B. MIRANDA-PASTRANA**  
Acting Director

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