



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 13 November 2023

REQUEST FOR QUOTATION

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Thursday, 16 November 2023 at 12:00 n.n.**

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)
ABC				P230,000.00
200	SETS	Gift Set Package of 3 Individual Soap Bars with Customized Gift Packaging		
		SOAP Description/Specifications: - with Pili Nut Kernel Oil as one of the ingredients - Soap bar at 110 grams each - Naturally Hypoallergenic - Ethically Made - Handcrafted from the Philippines - Each Soap bar in individual packaging		
		*Customized Packaging – includes -Paper Bag in White with Logo Height 8.0 inches; Width 5.9 inches; Depth 2.3 inches -Gift Tag with Text & Logo - size 3.5 x 3.5 inches -Logo - mat gold <i>*Sample photos are attached, for easy reference.</i>		

Terms and Conditions:	Pis check to comply
1. Deliver to the Department the enumerated supply of labor, materials, consumable and technical skill as stated in the Purchase Request.	
2. Guarantee that it has the capacity to deliver the services required by the DFA	
3. Replace any defective items free of charge upon acceptance.	
Delivery	
1. All items shall be delivered within ten (10) calendar days upon receipt of Notice to Proceed.	
2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.	
3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD	
Terms of Payment:	
1. Payment shall be made in thirty (30) days upon receipt of the invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges	

Conforme / Signature : _____
 COMPANY NAME / SUPPLIER : _____
 CONTACT PERSON : _____
 CONTACT NUMBER : _____
 EMAIL : _____
 ADDRESS : _____

(SIGNED)

ARIEL A. GONZALES

Canvasser/Property Officer

Office of Public and Cultural Diplomacy

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