



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

14 November 2023

REQUEST FOR QUOTATION OF PRICES


1. *Formal Quotations submitted to this office will be considered the 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. *To ensure that all the requirements were met, check the boxes "yes" – if complied, or "no" – if not complied, on the Technical Specifications Checklist.*



Sir/Madam:

The Overseas Voting Secretariat (OVS) will purchase a Laptop bag for the voter registration Machine, a T-shirt, and Company Jacket for OV-related activities.

We would like to request your company to submit your formal and detailed price quotation subject to the following details and conditions:

- A. Name of Program:** Purchase of Company Jacket and Laptop bag
- B. Dates:** October 2023
- C. Items**

Item / Specification	Quantity (pc/s)	Model/Example
<p><u>Company Jacket</u></p> <p>Fabric: All-American Twill and Brushed Twill, underlining, zipper closure, two slit pockets, inside pocket</p> <p>Type: Unisex Bomber Jacket</p> <p>Color: Navy Blue / Red</p> <p>Imprint method: Embroidery (DFA-OVS' logo on the left chest/name)</p> <p>Size: S, M, L, XL, XXL, XXXL</p>	8	

<p align="center"><u>Laptop bag with file compartments</u></p> <p>Fabric: Poly fine material Color: Gray Imprint method: heat transfer (DFA-OVS' logo on the left chest)</p> <p>Size: W – 42 cm. D – 4 cm. H – 32 cm.</p>	100	
<p align="center"><u>T-shirt</u></p> <p>Fabric: Cotton Type: T-shirt Color: White Imprint method: heat transfer (DFA-OVS' logo on the left chest/name) Size: S, M, L, XL, XXL</p>	8	

Billing Arrangement:

	Requirement/s	Complied	
		Yes	No
For Government Transactions	Send Bill Arrangement PHILGEPS Registered Business Permit 2023 Income Tax Return 2022		

For inquiries, you may reach Ms.Tesa or Ms. Rizza through email at teresa.paran@dfa.gov.ph and rizzajamila.sanjuan@dfa.gov.ph.

Kindly submit a signed quotation on or before 17 November 2023, 12:00 NN.

COMPANY NAME / SUPPLIER:
Email

:

TERESA P. PARAN
Canvasser/Property Officer
DFA-OVS