



**DEPARTMENT OF FOREIGN AFFAIRS**  
**AGAWARAN NG UGNAYANG PANLABAS**

**DFA Consular Office**  
**Lucena**

14 November 2023

Good Day,

The Department of Foreign Affairs-CO Lucena 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 58,994.55**.

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

The payment shall be made within thirty (30) working days upon full delivery every month and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. All payments shall be inclusive of all applicable taxes and other lawful charges.

Deadline of submission is on **17 November 2023 at 12:00nn**.

Very truly yours,

  
**KRISTINE CAROLINE O. HERNANDEZ**  
Property Officer

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

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