



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE MALOLOS

Address: 3rd Floor, Malolos Central Terminal and Commercial Hub Inc., XentroMall,
Brgy. Bulihan, City of Malolos, Bulacan 3000
Email: malolos.co@dfa.gov.ph

Date: November 16, 2023

REQUEST FOR QUOTATION

The Department of Foreign Affairs – Consular Office Malolos will be procuring Semi-Expendable Office Equipment as reflected in the attached Purchase Request/Technical Specification for C.Y. 2023 with the approved budget of **Sixty-six Thousand Pesos (P 66,000.00)** for this project.

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

The payment shall be made within thirty (30) upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. Payment shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all the taxes and other lawful charges.

Deadline of submission is on Tuesday, November 21,2023 at 12:00nn.

Very truly yours,


JEKKA ANGELIQUE R. CRUZ
Property Officer