



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**DFA Mindanao**

Davao City

Door 1, 3F SM City Davao, Quimpo Boulevard, Ecoland Subdivision, Brgy. Matina, Davao City  
Tel. No.: [082] 225-1099; Email: mindanao.dfa@dfa.gov.ph

**REQUEST FOR QUOTATION**

**DFAMIN- 346 -2023**

17 November 2023

The Department of Foreign Affairs- Mindanao will be procuring various office supplies and materials for its official use. The Approved Budget for the Contract (ABC) is **Php357,000.00**.

In this regard, this office would like to request a formal quotation from your store (kindly refer to Terms of Reference), provided that you are able to comply with the following basic qualifications:

- The Service Provider must be able to provide the following documents:
  - BIR Certificate of Registration
  - DTI Certificate of Registration
  - Valid Mayor's/Business Permit
  - Annual Income Tax Return of the **Business** from the preceding fiscal year
  - Valid PhilGEPS Certification / Registration
- The Service Provider must submit their **formal quotation** bearing their **company's letterhead** and **duly signed by an authorized representative**, to be submitted along with the acknowledged letter of Request for Quotation.

**TERMS OF REFERENCE:**

Quantity and Particulars

QTY	UNIT	PARTICULARS
3	pc	Air Conditioner, split type, 1.5 HP, Inverter (Prices inclusive of installation and other charges)
1	pc	Air Conditioner, floor standing/cabinet-type, 3 TR, Inverter (Prices inclusive of installation and other charges)
1	pc	Washing machine, combo washer/dryer, 11 kg, Inverter

- **Payment & Delivery** Once all documentation are signed and approved, a check shall be issued for payment. All Items shall be delivered at the official residence located at Montclair Highlands, Buhangin, Davao City.
- Quotations may be submitted personally or through the official email address of DFA Mindanao [mindanao.dfa@dfa.gov.ph](mailto:mindanao.dfa@dfa.gov.ph) **on or before 22 November 2023 at 12:00 nn.**

Kindly acknowledge receipt of this letter in the space provided below.

**ACKNOWLEDGEMENT RECEIPT**  
(To be filled up by the company)

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position of person acknowledging receipt

\_\_\_\_\_  
Full Company Name

Very truly yours,



**RENATO PEDRO O. VILLA**  
Assistant Secretary



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
Tel No.: (082) 225-1099 / 8834-3943

Date: 17 NOV 2023

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items 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 or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the 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 delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline of Submission of quotation is on 22 NOV 2023 at 12:00 noon
7. Delivery address must be in Montclair Highlands, Diversion Road, Buhangin, Davao City and delivery cost must be included in the quotation.

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
Unit	3	Air Conditioner, split type, 1.5 HP, Inverter (Prices inclusive of installation and other charges	
Unit	3	Air Conditioner, floor standing/cabinet-type, 3 TR, Inverter (Prices inclusive of installation and other charges	
Unit	1	Washing Machine, combo washer/dryer, 11 kg, Inverter	
		XXXXXXXXXXXXXX	
			ABC PhP357,000.00

COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

PREPARED BY:

  
JONVIC B. GONZALES