



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- 347 -2023

21 November 2023

The Department of Foreign Affairs- Mindanao will be procuring built-in cabinets for its official use. The Approved Budget for the Contract (ABC) is **Php350,000.00**.

This office would like to request a formal quotation from your establishment (kindly refer to Terms of Reference) and please comply with the following documentary requirements:

- 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

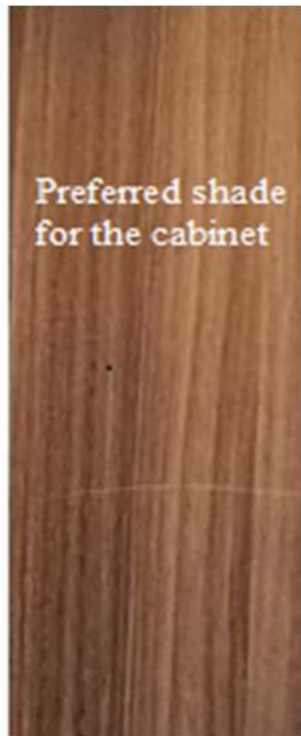
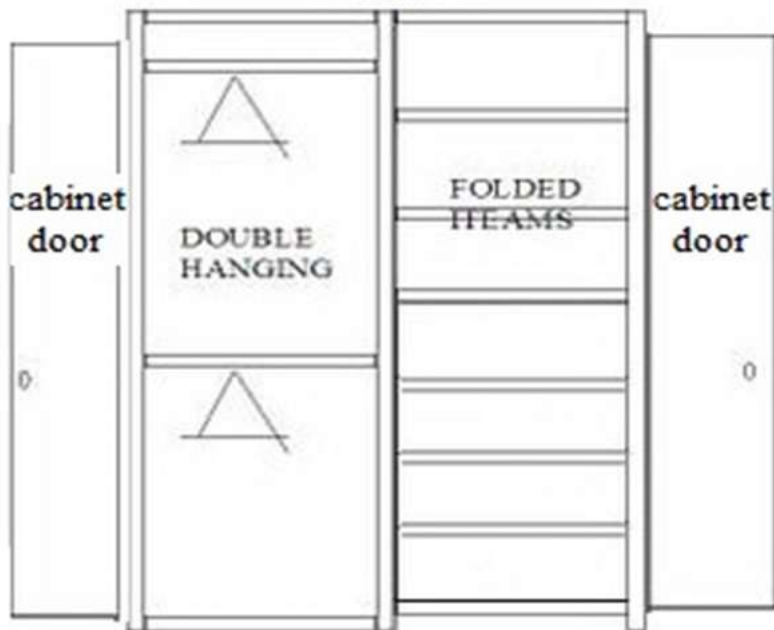
The Service Provider must submit the **formal quotation** bearing their **company's letterhead** and **duly signed by an authorized representative**, to be submitted along with the acknowledged letter of Request for Quotation.

TERMS OF REFERENCE:

Quantity and Particulars

QTY	UNIT	PARTICULARS
4	unit	Built-in units/wardrobe cabinets
		Specifications: <ul style="list-style-type: none">• 2.00m width, 2.80m height, .60m thick• 18mm laminated particle board• Cabinet design and shade/color:

Cabinet design with door



- **Payment & Delivery** Once all documents are signed and approved, a check shall be issued for payment. The cabinets shall be installed at the official residence in Montclair Highlands, Buhangin, Davao City.
- Quotations may be submitted personally or through the official email address of DFA Mindanao mindanao.dfa@dfa.gov.ph **on or before 24 November 2023 at 12:00 nn.**

Kindly acknowledge receiving 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