



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 834-4028

Date: November 23, 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 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 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 November 28, 2023 at 12:00 noon.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
Minimum of 1,500	Piece	Size: Folded: 7"(w) x 10" (h) Spread: 14.5" (w) x 10" (h) Paper Cover: matt 220 / with matt lamination and scoring Inside: book paper 80 Pages: Maximum of 240 pages inclusive of covers Binding: perfect binding + Smythe sewing Process: offset printing Color Full color: front and back covers Add: Spot color logo of DFA Inside pages: black and white with full color pages from each essay		
		(Please See Attached Purchase Request)		
		XXXX Nothing Follows XXXX		
			ABC	

Terms and Conditions:	Pls check to comply
1. Deliver to the Department the enumerated supply of labor, materials, consumable and technical skill as stated in the Purchase Request.	
2. Guarantee that it has the capacity to deliver the services required by the DFA	
3. Replace any defective items free of charge within four (4) months upon acceptance.	
Delivery	
1. All items shall be delivered within thirty (30) calendar days upon receipt of Notice to Proceed.	
2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.	
3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD	
Terms of Payment:	
1. Payment shall be made by thirty (30) days upon receipt of the invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges.	

CONFORME/SIGNATURE:	
CONTACT PERSON:	
COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

(ORIGINAL SIGNED)

ARIEL A. GONZALES
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