



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

UNDERSECRETARY FOR CIVILIAN SECURITY AND CONSULAR AFFAIRS

Date: 23 November 2023

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your formal and detailed lowest price of quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal 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 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 and delivered shall be subject to the usual inspection by the Departments Internal Auditor or duly authorized representative; and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. **Deadline for Submission of Quotation: 28 November 2023, 12:00 NOON**

| QTY. | UNIT | PARTICULARS | UNIT PRICE | TOTAL AMOUNT (VAT INCLUSIVE) | |
|------|-------|--|------------|------------------------------|--|
| 10 | pack | Battery AA, pack | | | |
| 10 | pack | Battery AAA, pack | | | |
| 30 | piece | Clear Book, 20 transparent pockets, blue, A4 | | | |
| 5 | piece | Clear Book, 20 transparent pockets, blue, Legal | | | |
| 20 | box | Clip, backfold, black, 32 mm | | | |
| 30 | piece | Correction Tape, 8m | | | |
| 30 | pack | Folder, L-type, transparent, A4 | | | |
| 70 | pack | Folder, Presentation Folder, plastic, blue w/fastener, transparent front, A4 | | | |
| 20 | pack | Folder, Presentation Folder, plastic, black w/ fastener, transparent front, A4 | | | |
| 30 | piece | Glue, all purpose, glue stick, 15g | | | |
| 15 | piece | Glue, all purpose, liquid, 40g | | | |

| | | | | | |
|-------|---------|--|------------|---|---------------------|
| 10 | pack | Gold Seal, Notarial Seal, 40 pcs. per small pack | | | |
| 10 | piece | Notebook, stenographer | | | |
| 80 | piece | Notebook, side spiral, 80 lvs | | | |
| 70 | pad | Notepad, stick on, 50mm x 76mm (2"x3") min | | | |
| 70 | pad | Notepad, stick on, 76mm x 100mm (3"x4") min | | | |
| 70 | pad | Notepad, stick on, 3x3 | | | |
| 5 | box | Paper, parchment | | | |
| 50 | box | Paper clip, vinyl coated 33mm | | | |
| 50 | box | Paper clip, vinyl coated 50mm | | | |
| 10 | box | Pen, ballpen, black | | | |
| 10 | box | Pen, ballpen, blue | | | |
| 10 | box | Pen, ballpen, red | | | |
| 20 | box | Pen, sign pen, black, .05 | | | |
| 20 | box | Pen, sign pen, blue, .05 | | | |
| 15 | box | Pencil, lead with eraser | | | |
| 15 | pair | Scissors, symmetrical | | | |
| 80 | pack | Sticker Tab, "Sign Here" | | | |
| 30 | roll | Tape, transparent, 48mm | | | |
| 30 | roll | Tape, masking, 24mm | | | |
| 30 | roll | Tape, masking, 48mm | | | |
| 50 | piece | Tape transparent, width 24mm (1mm) | | | |
| 5 | piece | Tape Dispenser, table top for 24mm width tape | | | |
| 30 | piece | Flash Drive, 16GB (from reputable brand) | | | |
| 3 | piece | Mouse, optical, USB connection type | | | |
| xxxxx | xxxxxxx | xxxxxxxxxxxxxxxxxxxxxxxxxxxx | xxxxxxxxxx | xxxxxxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxx |
| | | | | Approved Budget for the Contract | PhP75,000.00 |

NOTE:SEE ATTACHED PURCHASE REQUEST NO. 09-09723 DATED 26 SEPTEMBER 2023.

COMPANY NAME / SUPPLIER :
EMAIL ADDRESS :
CONTACT NUMBER :
ADDRESS:



CECILIA D. SANTOS
Canvasser
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