



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 11 December 2023

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your formally detailed lowest price 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 Department's 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: 14 December 2023 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
1	pack	Polyester Clear Pockets <ul style="list-style-type: none">• 356mm x 232mm clear polyester pocket open on short side.• 75 micron, 25pcs/pack	
5	roll	Polyester Roll <ul style="list-style-type: none">• Size: 125 Micron x 1067mm x 50M	
1	roll	Japanese Tissue Roll <ul style="list-style-type: none">• Rolls measure - 5gsm x 970mm x 5M Roll• Chlorine free• 100% acid free Kozo (Mulberry)• Estimated life of over 1000 years• Natural (NAJ Toned) colour	
1	pc	Bone Folder <ul style="list-style-type: none">• For burnishing, adhesives and tapes, it is a must for book binding and repairs• Genuine cattle bone• 8inches one end pointed	
1	kg	Methyl Cellulose <ul style="list-style-type: none">• Size available: 1 kg	
1	ml	pH Adhesive <ul style="list-style-type: none">• Size: 950ml• Can be mixed with Methyl Cellulose for a slower drying adhesive.• Can be used on most non-metallic items	
1	pc	Hake Brush <ul style="list-style-type: none">• Plain wooden handles, no metal ferrule to rust.• Size: 3" (76mm)	
1	pc	Scalpel Handle, 5" <ul style="list-style-type: none">• Retractable	

1	pack	Scalpel Blade No. 11 • Pack of 10 • Nonsterile Carbon steel	
1	pc	pH Testing Pen • safe (neutral or alkaline) paper and board & acidic materials.	
1	pack	Dessicant Silica Gel • Each pack contains 4pcs x 3g sachets	
1	grams	Deacidification Spray,150g with spray • Size: 150gm with trigger sprayer • Non-toxic, non-hazardous, contains no CFC's and no solvents.	
roll	roll	Double Sided Polyester Tape • Size: 6mm x 33m • Made from strong 100 micron inert polyester	
pack	pack	File Folders	
		XXXXXXXXXXXXXXXX	
		ABC-----	350,443.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :



ALEXANDRA LOUISE REYES

Prepared By