



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

13 December 2023

REQUEST FOR QUOTATION OF PRICES

1. *Formal 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 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. *To ensure that all the requirements were met, check the boxes "yes" – if complied, or "no" – if not complied, on the Technical Specifications Checklist.*

Sir/Madam:

The Overseas Voting Secretariat (OVS) will purchase an Advocacy Notebook for the National Consciousness Day for the Elimination of Violence Against Women and Children for OV-related activities.

We would like to request your company to submit your formal and detailed price quotation subject to the following details and conditions:

- A. **Name of Program:** Purchase of Advocacy Notebook
- B. **Dates:** 13 December 2023
- C. **Items**

Item / Specification	Quantity (pc/s)	Model/Example
<p><u>Advocacy Notebook</u></p> <p>Size: A5</p> <p>Color: Black cover with print</p> <p>Printing Method: Silkscreen</p> <p>Print Design: Print size must be visually clear and readable</p>	200	

Billing Arrangement:

	Requirement/s	Complied	
		Yes	No
For Government Transactions	Send Bill Arrangement PHILGEPS Registered Business Permit 2023 Income Tax Return 2022		

For inquiries, you may reach Ms.Tesa or Ms. Rizza through email at teresa.paran@dfa.gov.ph and rizzajamila.sanjuan@dfa.gov.ph.

Kindly submit a signed quotation address to Mr. Robert D. QUINTIN, Vice Chairperson, OVS on or before 18 December 2023, 12:00 NN.

COMPANY NAME / SUPPLIER:
Email

:

TERESA P. PARAN
Canvasser/Property Officer
DFA-OVS