



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

Date: 14 February 2024

**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 19 February 2024 at 12:00 noon.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
	Piece	<b>Gift Bag (Standard Size)</b> <b>Process:</b> Offset <b>Stock:</b> Foldkote 15 x 2 pcs pasted together <b>Size Flat:</b> 21.5 x 17.5 in <b>Size Folded:</b> 15 x 12 x 5.5 in <b>Color:</b> Full color x 0 <b>Handle:</b> 10 mm cord <b>Handle Color:</b> Yellow (532)* <b>Finishing:</b> Matte Lam 1S, Diecutting, Pasting <b>Notes:</b> <ul style="list-style-type: none"><li>• With 18 x 1" blue grossgrain x 2pcs</li><li>• Three (3) Designs x 1000 pcs each</li></ul> <b>Qty:</b> 3,000 Pieces <b>ABC:</b> Php 300,000.00 Inclusive of taxes and other fees  <b><u>Supplier must be able to provide sample test print of the gift bag</u></b>		
		(Please See Attached Purchase Request)		
		XXXX Nothing Follows XXXX		
			<b>ABC</b>	<b>Php 300,000.00</b>

<b>Terms and Conditions:</b>	<b>Pls check to comply</b>
1. Deliver to the Department the enumerated supply of labor, materials, consumable and technical skill as stated in the Purchase Request. Quote to be submitted should also be accompanied by a sample that approximates the quality of print and materials stated in the technical specifications.	
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.	
<b>Delivery</b>	
1. All items shall be delivered within thirty (30) calendar days upon receipt of Purchase Order.	
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	
<b>Terms of Payment:</b>	
1. Payment shall be made in thirty (30) days upon receipt of the monthly 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	

<b>CONFORME/SIGNATURE:</b>	
<b>CONTACT PERSON:</b>	
<b>COMPANY NAME / SUPPLIER:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NO:</b>	

(ORIGINAL SIGNED)



**ARIEL A. GONZALES**

Property Officer

Office of Public and Cultural Diplomacy

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