



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF THE CONSULAR AFFAIRS

Date: 14 MAR 2024

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: 19 MAR 2024 at 12:00nn

QUANTITY	UNIT	PARTICULARS	AMOUNT
150	pax	Morning Snacks, Lunch Buffet with Two Rounds of Iced Tea, Afternoon Snacks, Free Flowing Coffee with creamer and sugar, Round tables and chairs, Registration Table	
			ABC: Php 175, 000

Company Name / Supplier :

Address and Telephone Number :

Contact Person :


ANA ANGELA C. CABILLAN
Principal Assistant