



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF THE UNDERSECRETARY FOR CIVILIAN SECURITY  
AND CONSULAR AFFAIRS

REQUEST FOR QUOTATION

25 March 2024

Dear Sir / Madam:

The Department of Foreign Affairs – Office of the Undersecretary for Civilian Security and Consular Affairs intends to subscribe for a Portable Document Format (PDF) software with the following technical specifications:

UNIT	QUANTITY	DESCRIPTION
License	5	PORTABLE DOCUMENT FORMAT (PDF) Software  *One (1) year subscription *One (1) product key – multiple users *Read, create, edit and convert Portable Document Format (PDF)

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. The Approved Budget for the Contract is **PhP 100,000.00**.
3. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
5. Bidders shall comply with the Technical Specifications/Terms of Reference
6. Award of the contract shall be made to the lowest quotation which complies with the requirements and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.
8. Deadline of submission is on **28 March 2024, 12:00nn**.

Please quote your best offer and submit the duly signed quotation, subject to the Terms and Conditions provided.

For inquiries / clarifications, please contact the undersigned at [netteperalta.oucsc@gmail.com](mailto:netteperalta.oucsc@gmail.com)

  
**MARIA ANTONETTE D. PERALTA**  
Canvasser / Property Officer

**COMPANY NAME / SUPPLIER:**

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