



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

Date: 16 May 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 24 May 2024 at 12:00 noon.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
1	Piece	Refrigerator 2 door, 7.0 cu.ft., No frost, smart diagnosis, manual temperature control ; smart inverter compressor, 2 fresh food shelves, 1 crisper shelf, 1 freezer shelf, LED, refrigerator light, 269 energy efficiency rate : cyclopentane insulation net weight : 40 kg, gross weight : 44 kg Net dimension : 555 x 1400 x 565 (WxLxD) Gross dimension : 580 x 1485 x 655mm (WxHxD) 2 year parts warranty, 2 years labor warranty 10 years compressor warranty		
1	Piece	Air Purifier Dimensions: 240 x 240 x520 mm, Color: White,		

		Net Weight: approx.4.8 kg, Gross Weight: approx.6.1 kg, Effective Area: 26~45 m2, Rated Voltage: AC100-240V~, Rated Frequency: 50/60Hz, Rated Power: 38W, Max Sound Power: 33~64 dB Filter Lifetime: 6~12 month, Power Cord Length:1.5m, WiFi Connectivity: IEEE 802.8 b/g/n 2.4GHz		
1	Piece	Coffee Maker  Capsule Coffee Maker Machine, ESE POD Compatible, 0.6L water tank, 1 Year Warranty		
1	Piece	Microwave  20-liter capacity, 10 power levels, Defrost setting, Glass turntable, Pull out handle, 1 Year Warranty		
1	Piece	Paper Shredder  MICRO CUT, 4 x 10mm Cut Size, 23 liters Bin Size, 10 sheets capacity, 100 sheets autofeed, Shreds Paper/ Card		
1	Piece	Laminating Machine  Can Laminate all sizes of Paper, ID Card ,A4 ,A3 , letter & legal Sizes. Maximum Binding Length: 300mm, Working Temperature: 140+10 degrees.  Max Power Consumption: 450W, Power Supply: 220V.		
1	Piece	Whiteboard w/ stand and wheels size: 3ft x 5ft (inclusive of eraser and marker)		
		(Please see attached Purchase Request		
		xxx Nothing Follows xxx		
			<b>ABC</b>	65,000.00

<b>Terms and Conditions:</b>	<b>Pls check to comply</b>
1. Procure and Provide the listed Semi-Expendable Office Equipment;	
2. Guarantee that the products are new and have warranty;	
3. Should assist in setting up the products/equipment; and	
4. Guarantee the delivery in good condition to the Department of Foreign Affairs - Office of Cultural Diplomacy (temporary office space: Double Dragon) on or before its due date and ensure its proper condition.	
<b>Delivery</b>	

1. All items shall be delivered within thirty (30) calendar days upon receipt of Notice to Proceed.	
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. The mode of payment shall be made through LDDAP-ADA within 30 days upon submission of the Second Party of the sales invoice and complete supporting documents and audited by the OFMS-FRMD.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges.	
3. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD).	

<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**  
 Canvasser/ Acting Property Officer  
 Office of Cultural Diplomacy  
 Tel No. +632-8834-4038, Email: [ocd@dfa.gov.ph](mailto:ocd@dfa.gov.ph);  
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