



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS
CONSULAR OFFICE TAGUM
tagum.co@dfa.gov.ph



22 AUG 2024

REQUEST FOR QUOTATION

The Department of Foreign Affairs – Consular Office Tagum is needing **Procurement and Delivery of Various Office Supplies for the Official Use of the Consular Office in Tagum** through SHOPPING [Sec. 52.1(b)] of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed formal quotation addressed to the provided information, based on the attached **Purchase Request**. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Eighty Thousand Pesos (Php 80,000.00)**.

MR. ABDULHALIM I. LANGCO

Email: tagum.coproperty@dfa.gov.ph

Office Address: 3F - Robinsons Place Tagum, National Highway,
Visayan Village, Tagum City, Davao del Norte 8100

Kindly submit the following documentary requirements for compliance:

1. Valid Mayor's Permit
2. Valid PhilGEPS or mPhilGEPS Certification/Eligibility
3. Acknowledged RFQ with Signature of Authorized Representative
4. Formal Quotation bearing Bidder's Official Company Letterhead, duly signed by an Authorized Representative

Deadline of submission is on: **29 AUG 2024, 12NN**

Kindly acknowledge receipt of this letter in the space provided below.

Respectfully yours,


ABDULHALIM I. LANGCO
Head of Office

ACKNOWLEDGEMENT RECEIPT (To be filled up by the Proprietor)
_____ Signature over Printed Name
_____ Position of Person Acknowledging Receipt
_____ Full Proprietor's Trade Name