



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS**

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 09 September 2024

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on Thursday, 12 September 2024 at **12:00 noon**.

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
400	pcs	Customized serving tray (rectangular, 45cm x 30cm x 4.5cm) Material: Wood resin (body) with acrylic top and velvet finished bottom Design: two (2) artworks (to be provided by the end user); 200 pcs/artwork		
400	pcs	Customized special box with DFA logo for the customized tray Materials: blue matte paper, chipboard (#30), grosgrain silver ribbon (1")		
		Note: Please provide sample illustration of the rectangular tray together with the special box.		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			ABC: Php700,000.00	

COMPANY NAME / SUPPLIER :
CONTACT PERSON :
CONTACT NUMBER :
ADDRESS :
Email Address :


LAUREL B. DELA CRUZ
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