



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

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

Date: 11 September 2024

REQUEST FOR QUOTATION

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 **16 September 2024 at 12:00 n.n.**

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)
			ABC	P125,000.00
		Christmas Gift/Tokens Gift Set Package containing 3 Kinds of Healthy Snacks, package with OPD logo		
		Specifications: The healthy snack package must have the following requirements: - Content of each pouch can be any of the following: trail mix of any flavor; nuts of any flavor but preferably walnut; granola of any flavor; - Resealable pouches (each pouch with contents ranging from 120 grams to 200 grams); - Pouches should have a uniform size and indicate the following on the package: Gluten-free; Proudly Filipino; Amount in grams of all or any of the following-Protein, Sugar, Fiber; - Expiration date should at least be not earlier than January 2025; - Pouch design should also feature artwork/graphics with the identification of the artist/graphic designer acknowledged in the packaging;		
150	SET	Packaging: - The gift sets must be delivered in an individual gift box containing 3 kinds of healthy snacks, with the OPD logo, holiday season message, write up of the product;		

		<p>Customized Packaging – includes</p> <p>-Gift Box with OPD Logo Length 33 cms Width 24 cms; Height or Depth 8cms</p> <p>-Text Message in Yellow color with Blue and Red background, stamped or printed inside the box</p> <p><i>*Sample photos are attached, for easy reference.</i></p> <p>Delivery:</p> <p>Delivery should be not later than 30 November 2024</p>		
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Terms and Conditions:	Pls check to comply
1. Deliver to the Department the enumerated supply of labor, materials, consumable and technical skill as stated in the Purchase Request.	
2. Guarantee that it has the capacity to deliver the services required by the DFA	
3. Replace any defective items free of charge upon acceptance.	
Delivery	
1. All items shall be delivered within ten (10) 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	
Terms of Payment:	
1. Payment shall be made within thirty (30) days upon receipt of the invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges	

Conforme / Signature : _____

COMPANY NAME / SUPPLIER : _____

CONTACT PERSON : _____

CONTACT NUMBER : _____

EMAIL ADDRESS : _____

(SIGNED)
ARIEL A. GONZALES
 Canvasser/Property Officer
 Office of Public and Cultural Diplomacy
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