



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

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

Date: 08 October 2024

REQUEST FOR QUOTATION OF PRICES

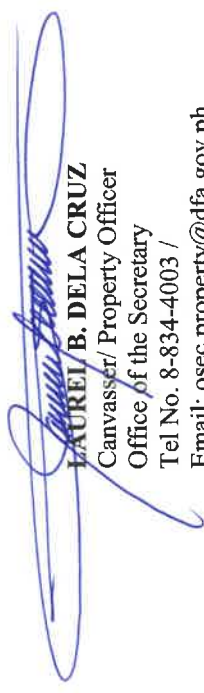
Sir/Madam:

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 Friday, 11 October 2024 **at 12:00 noon.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUDED)
5,500	pc	CHRISTMAS POST-CARD		
		Material: Specialty paper bright white 290gsm		
		Size: 5.5" X 7.5"		
		Print: Full color		
		with concept, design & lay-outing		
		with gold stamping (DFA seal)		
5,500	pc	ENVELOPE		
		Material: Specialty paper Ivory 120gsm		
		Size: 5.5" X 7.5" (fit to size)		
		Color: Gold stamping of the logo of the Department of Foreign Affairs on flap		
		with diecutting, gluing and gumming		
800	pc	CHRISTMAS CARD		
		Material: Specialty paper bright white 290gsm		
		Size: 6" x 12" inches (spread), 6" x 6" inches (folded)		
		Print: Full color		
		with concept, design & lay-outing		
		with gold stamping (DFA seal)		
800	pc	ENVELOPE		
		Material: Specialty paper Ivory 120gsm		
		Size: fit to size		
		Color: Gold stamping of the logo of the Department of Foreign Affairs on flap		
		with diecutting, gluing and gumming		
		** With concept, design and lay-out		
			ABC	PHP300,000.00

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


LAURELI B. DELA CRUZ
 Canvasser/ Property Officer
 Office of the Secretary
 Tel No. 8-834-4003 /
 Email: osec.property@dfa.gov.ph