



**DEPARTMENT OF FOREIGN AFFAIRS**  
KAGAWARAN NG UGNAYANG PANLABAS



29 October 2024

**REQUEST FOR QUOTATION**

The Department of Foreign Affairs- Office of Middle East and African Affairs (OMEAA) intends to procure the following, for official use of this Office:

	<b>Office Supplies</b>	<b>Total Cost</b>
1	1 unit Paper Trimmer A4 size	
50	PRESENTATION FOLDER (for Briefing Paper, Black) 12's/Pack A4	23,321.00
50	50pack Presentation Folder (for Briefing Paper, Blue Black) 12's/Pack A4	
	<b>ICT Office Supplies</b>	
12	INK CARTRIDGE 682 Black and for HP DeskJet Ink Advance 2777 (for compatibility of the existing fleet)	
4	TONER CARTRIDGE, HP CB435A, Black (for compatibility of the existing fleet)	35,136.00
<b>TOTAL:</b>		<b>58,457.00</b>

in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act," for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines (GoP).

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than November 04, 2024 at 12NN, subject to the Terms and Conditions provided at the dorsal portion.

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of Technical Specifications and scope of service requirements.

For further information, please contact Ms. Maria Angel Queja with telephone no. 8834-4000 local 3936 or email address at [angel.queja@dfa.gov.ph](mailto:angel.queja@dfa.gov.ph)

Thank you.

  
**MARDOMEL CEO MELICOR**  
Assistant Secretary

