



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE SAN PABLO

San Pablo City, Laguna
2nd Level SM City San Pablo, Brgy. San Rafael, San Pablo City
Telephone Number: (049) 521 0246
Email: sanpablo.co@dfa.gov.ph

Date: 22 October 2024

REQUEST FOR QUOTATION

Dear Sir/Madam:

Good day.

The Department of Foreign Affairs – Consular Office San Pablo will be procuring three (3) Passport Cabinets for its official use. The Approved Budget for the Contract is: **Php 91,410.00**.

In this regard, this office would like to request a formal quotation from your office, based on the attached technical specifications – provided that you are able to comply with the following basic requirements:

- Amenable to a “Send Bill” mode of payment;
- Quoted price is inclusive of VAT and other applicable taxes;
- The Service Provider must be able to provide the following documents:
 - BIR Certificate of Registration
 - Valid Mayor's/Business Permit
 - Valid PhilGEPS Certification and Printed Screenshot of Online PhilGEPS Registration Information Account (see attached sample).
- The Service Provider must submit their formal quotation bearing their company's letterhead and duly signed by an authorized representative.

Deadline of submission is on or before **25 October 2024, 12 nn.** Quotations may be submitted personally or through the email address indicated above.

Kindly sign on the space provided below to acknowledge receipt of the request.

ACKNOWLEDGEMENT RECEIPT (To be filled up by the company)
 <hr/>
Signature over Printed Name
 <hr/>
Position of person acknowledging receipt
 <hr/>
Full Company Name

Very truly yours,


ARJAY A. VILLAFLOR
Property Officer



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[SAMPLE ONLY]

Printed Screenshot of Online PhilGEPS Registration Organization Information Account

My PhilGEPS	My Organization	My Profile	Opportunities	Directory	About PhilGEPS
Organization Profile Document Library Ongoing/Completed Project Consultant Activity Product/Service					
Thursday, March 2, 2017 10:11 AM Log-out					
View Organization Information Sub-Organization List Organization Contact List View Certificate View History					
Davao Del Sur Region XI Philippines					
Organization Member Type:	Supplier				
Organization Number:	177450				
Registration Date:	18-Nov-2016				
Registration Type:	Red				
Form of Organization:	Single Proprietorship				
Organization Type:	General Merchandise				
Business Category:	Fuels/Fuel Additives & Lubricants & Anti Corrosive				
Business Tax Identification Number:	137-813-478-000				
DTI Certificate Number:	03408086				
DTI Registration Date:	06-Jan-2015				
Capitalization:	Php 3,000,000.00				
Agency Registration:	No				
Blacklisted:	No				
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2330 Roxas Blvd., Pasay City. 1300 Philippines

Tel. No. 834 - 4000

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