



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE CONSULAR AFFAIRS

Date: 04 Dec 2024

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your formally detailed lower price quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal Quotations submitted to this office will be considered final order. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job 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/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representatives;
4. Payment will only be affected by strict compliance with the usual prescribed accounting and auditing requirements; and
5. Deadline for Submission of Quotation: 09 Dec 2024 at 12:00nn.

QTY	UNIT	PARTICULARS	AMOUNT
		<b>Procurement of Various Office Supplies for New Open Consular Offices (COs)</b> <i>(Please refer to the attached PR/TOR)</i>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>			<b>PHP 220,000.00</b>

***Please provide your best offer, fill-out the details below, and submit this form along with your quotation and government requirements (PhilGEPS Membership, Valid Mayor's Permit and Latest ITR).***

**Company Name / Supplier:** \_\_\_\_\_

**Address and Telephone Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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**CONRADO B. DEMDEM, JR.**  
Director, Consular Offices Coordinating Division