



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**CONSULAR OFFICE XII – GEN. SANTOS CITY**

Ground Floor, Robinsons Place, Lagao, General Santos City  
Telephone No.: (083) 553-8380; Mobile No.: (0917) 828-8591  
Email: gensan.rco@dfa.gov.ph

**REQUEST FOR QUOTATION**

**04 DEC 2024**

The Department of Foreign Affairs – Consular Office General Santos will be procuring various **Semi-Expendable - ICT Equipment** for its official use. The Approved Budget for the Contract is **Php 237,000.00**. Hence, we would like to request a quotation from your office. Quotation **must strictly reflect** the following:

- That your office is amendable to a "Send Bill Mode of Payment" and;
- That your quoted price is "inclusive of VAT and other applicable taxes".

Further to that, submitted formal quotation **must be based** on the attached Purchase Request form (do not fill-up this form) – and your office must comply with the basic qualifications:

- The Service Provider must be able to provide the following documents:
  - BIR Certificate of Registration/DTI Certificate of Registration
  - Valid Mayor's/Business Permit
  - Annual Income Tax Return of the business from the preceding fiscal year
  - Valid PhilGEPS Certification or Printed Screenshot of Online PhilGEPS Registration Information Account
- The Service Provider must submit their **formal quotation** bearing their **company's letterhead** and **duly signed by an authorized representative**.

**Failure to reflect** the above-mentioned criteria and **comply with the basic qualifications** will **result to the forfeiture** of your submission. Kindly sign on the space provided below as proof that you agree to the conditions set forth in this document and to acknowledge receipt of our request.

Deadline of submission is on **09 DEC 2024, 12 NN**.

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

Very truly yours,

  
Arnie S. Jalandoni  
Property Officer