



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**CONSULAR OFFICE – CEBU**  
3rd Floor, Robinsons Galleria, Cebu City, Cebu  
Tel: (032) 520 5898; Email: cebu.rco@dfa.gov.ph

**REQUEST FOR QUOTATION**

13 DEC 2024

The Department of Foreign Affairs - Consular Office Cebu will be procuring **various ICT supplies** as reflected in the attached Purchase Request/Technical Specifications for the official use of this office. The Approved Budget for the Contract is **Php 85,500.00**.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. Payment shall be made through List of Due & Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

In this regard, this office would like to request a formal quotation from your office, based on the attached **Purchase Request Form**, provided that you are able to comply with the following basic qualifications:

- The Service Provider must be able to provide the following documents:
  - Valid Mayor's/Business Permit
  - 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, to be submitted along with the **acknowledged letter of Request for Quotation** through the email address indicated above.

Deadline of submission is on 16 DEC 2024, 12NN

ACKNOWLEDGEMENT RECEIPT (to be filled up by the company)
_____ Signature over Printed Name
_____ Position of person acknowledging receipt
_____ Full Company Name

Very truly yours,

  
ANIKA A. FERNANDEZ  
Head of Consular Office