



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 14 December 2024

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your formally detailed lowest 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 offer. 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 representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 17 December 2024 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
300	pc	Size: Cover – 27 cm. x 27 cm. Pages – 26 cm. x 26 cm. Stock: Cover - Chipboard #20 covered with C2S#120 (Matte laminated); cover title, spine title, spine logo, and back logo is embossed Pages – GSM 120; Matte#120 Color: Full colors - both sides print (inside pages) Full colors, 1 side printing (cover & jacket) No. of pages: 300 pages (content); 8 pages (cover) Process: Computer to Plate (CTP) printing with matte lamination, folding, scoring, Smyth sewing and perfect binding (hardbound) Others: With hardbox (Pasteboard 20) Cover title is embossed Printing of one (1) mock-up before submission of final draft before printing	

		Delivery: Twenty (20) days after approval of final proofs	
		Mode of Payment: Send Bill	
		ABC-----	Php 900,000.00

Company Name / Supplier :

Address and Telephone No :

Contact Person :



RODERICK B. SIERRA
Acting Director, OAMSS-GRAD

Prepared By