



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 834 - 4000

Date: 14 December 2024

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. 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 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 delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline of submission of quotation is on 17 December 2024

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)
				₱
pots	137	Assorted Potted Plants (Terra-cotta Pot)		}
		(See the attached Purchase Request No. 11-003-24)		
		for the reference.	ABC	
				₱ 200,000

NOTE: Please specify the TERMS OF PAYMENT and DELIVERY DATE.

COMPANY NAME / SUPPLIER:

CONTACT PERSON:

ADDRESS AND TELEPHONE NO.:

PREPARED BY:

ALLAN N. AGUILAR
Asst. Section Head Support Services

APPROVED BY:

VIOLAFLO R. ENERLAN ANCHETA
Acting Director, OAMSS-PSSD