



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel No.:

Date: 18 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 the 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 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. Deadline for Submission of Quotation: 23 December 2024, 12NN

Quantity	Unit	ITEM / DESCRIPTION	Unit Cost	Approved ABC
		Supply and Delivery of Various Fixtures		
500	piece	Sign pen, black, liquid/gel ink, 0.5 mm needle tip		
500	piece	Sign pen, blue, liquid/gel ink, 0.5 mm needle tip		
50	piece	Sign pen, red, liquid/gel ink, 0.5 mm needle tip		
500	piece	Sign pen, black, liquid/gel ink, 1.0 mm needle tip		
50	piece	Sign pen, blue, liquid/gel ink, 1.0 mm needle tip		
50	piece	Sign pen, red, liquid/gel ink, 1.0 mm needle tip		
70	pack	Battery, dry cell, AAA (2s/pack)		
70	pack	Battery, dry cell, AA (2s/pack)		
70	ream	Paper, parchment		
100	piece	Ballpen, black		
100	piece	Ballpen, blue		
50	piece	Ballpen, red		
50	pack	Laminating Film, A4		
10	pack	Laminating Film, legal		
20	pack	Sticker paper		
30	roll	Double sided tape		
30	pack	Push pin		
100	piece	Glue stick (paste)		
30	ream	DFA Letterhead, A4		
10	ream	DFA Letterhead, legal		
10	pack	Screw post, 3" or 75mm		
		XXXXXXXXXXXXXXXXXXXX		
		*For inquiries, please refer to the provided contact details below:		
		Name: Mr. Jonvic Gonzales		
		Contact No.: 8834-3943		
		Email Address: jonvic.gonzales@dfa.gov.ph		
		ABC ---		Php 241,200.00

COMPANY NAME :
CONTACT PERSON:
ADDRESS AND TELEPHONE NO.:


JONVIC S. GONZALES
Clerk, OAMSS-PSSD


VIOLAFIOR R. ENERLAN-ANCHETA
Acting Director, OAMSS-PSSD