

**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF EUROPEAN AFFAIRS**

Date: 14 December 2024

REQUEST FOR QUOTATION

In accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, The Department of Foreign Affairs – Office of European Affairs (OEA) intends to procure the office supplies and equipment listed on the attached Purchase Request.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative **not later than 17 December 2024 12:00 NN**.

Open quotations may be submitted through email at the address and contact numbers indicated below.

For more information, please contact the undersigned at telephone no. 8834-4000 local 3910 address at robert.mendoza@dfa.gov.ph. Please note that this procurement will also be posted at the PhilGEPS website.

Thank you,


ROBERT SP. MENDOZA
Property Officer

TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in the sale of office supplies, materials and equipment.
3. Price quotation/s must be valid for a period of at least (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approved Budget of the Contract is **PHP 67,000.00** inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The DFA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Equipment should have a warranty of at least one (1) year.
10. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable ground.
11. Bidders should accept a SEND-BILL arrangement (Government payment system)