



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



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 processed upon strict compliance with the prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 17 December 2024, 12:00NN

QUANTITY	UNIT	PARTICULARS	AMOUNT
		Procurement of Various ICT Office Supplies ***NOTHING FOLLOWS*** Please see attached Purchase Request for Specifications	
			ABC: Php 700,000.00

Company Name / Supplier :

Address and Telephone Number :

Contact Person :


JOLLY JAY N. MARAAN
Prepared By