



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

Date: 26 FEB 2025

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 03 MAR 2025 ; 12 NN

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)
				₱ 200,000 -
po#	143	Assorted Potted plants (Terra-Cotta Pot)		}
		(See the attached Purchase Request No. DI-052-25)		
		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.:

Email add.:

PREPARED BY:

APPROVED BY:

ALLAN N. AGUILAR
Asst. Section Head Support Services

Severina P. Dela Cruz
Acting Director, PSSD

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: DFA-OAMSS

PR No.: 01-052-25



Section: PSSD

SAI No.: 28-Jan-25

Stock No.		Item Description	Quantity	Unit Cost	Total
1	pots	Areca Palm, 3-4ft. with Terra-Cotta pot	20		
2	pots	Peace lily 1 to 2 ft. with Terra-Cotta pot	26		
3	pots	Sensation Plants with Terra-Cotta pot	22		
4	pots	Snake Plants with Terra-Cotta pot 2-3 feet	15		
5	pots	Snake Plants with Terra-Cotta, 1-2 feet	10		
6	pots	Rubber Tree 3-4 ft. with Terra-Cotta pot	15		
7	pots	Fiddle Leaf Fig Tree Plant with Terra-Cotta pot	15		
8	pots	Dendrobium Orchids with Terra-Cotta pot small	20		
XX	XX	XXX	XX	XX	XXX
			ABC	P 200,000.00	

Purpose:

For the interior enhancements and aesthetic of the shared meeting rooms, function halls and conference rooms of the New DFA Headquarter.

Printed Name: Designation:	Requested by :  SEVERINA P. DELA CRUZ Acting Director, OAMSS-PSSD	Approved by:  PATRICK JOHN U. HILADO Assistant Secretary, OAMSS
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