



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CONSULAR AFFAIRS
REQUEST FOR QUOTATION OF PRICES

Date: 11 APR 2025

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;
4. Payment will only be affected by strict compliance with the usual prescribed accounting and auditing requirements; and
5. Deadline for Submission of Quotation: 14 APR 2025 at 12:00nn.

QTY	UNIT	PARTICULARS	AMOUNT
90	PAX	FRAUD DETECTION TRAINING Duration: Two days (8:00 a.m to 5:00 p.m.) Date: 26 April 2025 and 03 May 2025 1. Food requirements for 90 pax. 1.1 AM and PM Snacks: Sandwich or Pasta or noodles and Bottled Water and Juice 1.2 Packed Lunch: Rice, At least two (2) Main Dish (Beef/Chicken/Seafood), Vegetable Salad, Dessert and One (1) canned soda or one (1) iced tea and Bottled water 2. Flowing coffee and assorted mint candies during the entire program 3. Ensure the quality of food on the day of the event and must be delivered 1-2 hours before the scheduled event 4. Provide tablecloths and linens, properly arranged in a classroom-type setup before the event. 5. Ensure that utensils included in packed meals are clean and sanitized. 6. At least (6) server/staff for the assistance in distribution of packed meals and utensils 7. The service provider shall abide by any changes in event details (e.g. venue, date, quantity, etc.) which will be conveyed by the End user at least one (1) week before the event. 8. Ingress at least 1 to 2 hours before the program Egress immediately after the program" 9. Send Bill Arrangement based on government terms.	
		APPROVED BUDGET FOR THE CONTRACT (ABC)	225,000.00

Please provide your best offer, fill-out the details below, and submit this form along with your quotation and government requirements.

Company Name / Supplier : _____

Address and Contact Number : _____

Contact Person : _____

CHARLIE FLORIAN T. PRENICOLAS
Acting Passport Director