



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



Unit 04, 5th Floor, B. Inting Street, Alturas Mall, Tagbilaran City, Bohol

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13 MAY 2025

REQUEST FOR QUOTATION

The Department of Foreign Affairs - Consular Office Tagbilaran is needing **Procurement and Delivery of Various Office Supplies for the Official Use of the Consular Office in Tagbilaran** through SHOPPING [Sec. 52.1(b)] of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed formal quotation addressed to the provided information based on the attached **Purchase Request**. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Seventy-eight Thousand Five Hundred Ninety-three Pesos & 26/100 only (Php 78,593.26)**.

**MS. MIAN BERNADETTE T. CIRUJALES**

Email: tagbilaran.co@dfa.gov.ph

Office Address: Unit 04, 5th Floor, B. Inting Street  
Alturas Mall, Tagbilaran City, Bohol

Kindly submit the following documentary requirements for compliance:

1. Valid Mayor's Permit
2. Valid PhilGEPS or mPHILGEPS Certification/Eligibility
3. Acknowledged RFQ with Signature of Authorized Representative
4. Formal Quotation bearing Bidder's Official Company Letterhead, duly signed by an Authorized Representative

Deadline of submission is on: 16 MAY 2025, 12NN

Kindly acknowledge receipt of this letter in the space provided below.

Respectfully yours,

**MIAN BERNADETTE T. CIRUJALES**  
Acting Head of Office the Consular

<b>ACKNOWLEDGEMENT RECEIPT</b> (To be filled up by the Proprietor)
_____ Signature Over Printed name
_____ Position of Person Acknowledging Receipt
_____ Full Proprietor's Trade Name