



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Consular Office Pagadian
2nd floor, C3 Commercial Center, Pagadian City
Tel. No. (062) 9476-205
Email: pagadian.co@dfa.gov.ph

REQUEST FOR QUOTATION

16 JUN 2025

The Department of Foreign Affairs – Consular Office **Pagadian** will be procuring various **Semi-Expendable Furniture and Fixtures** for its office use. The Approved Budget for the Contract is **Php 74,600.00**. Hence, we would like to request a quotation from your office. Quotation **must strictly reflect** the following:

- That your office is **amenable to a "Send Bill Mode of Payment"**
- That your quoted price is **"inclusive of VAT and other applicable taxes"** and;
- Addressed to: **MS. ROXANNE J. GARCIA**, Head of Consular Office

Further to that, submitted formal quotation **must be based** on the attached **purchase request** form (do not fill-up this form) – and your office must comply with the basic qualifications:

- The Service Provider must be able to provide the following documents:
 - BIR Certificate of Registration/DTI Certificate of Registration
 - Valid Mayor's/Business Permit
 - Valid PhilGEPS Certification or Screenshot of Online PhilGEPS Account
- The Service Provider must submit their **formal quotation** bearing their company's letterhead and duly signed by an authorized representative.

Failure to reflect the above-mentioned criteria and **comply with the basic qualifications** will **result to the forfeiture** of your submission. Kindly sign on the space provided below as proof that you agree to the conditions set forth in this document and to acknowledge receipt of our request.

The deadline of submission is on **19 JUN 2025, 12 NN**

ACKNOWLEDGEMENT RECEIPT (To be filled up by the company)
_____ Signature over Printed Name
_____ Position of person acknowledging receipt
_____ Full Company Name

Very truly yours,


ROXANNE J. GARCIA
Head of Consular Office