



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



DFA CONSULAR OFFICE ANTIQUE

REQUEST FOR QUOTATION

26 JUN 2025

The Department of Foreign Affairs – Consular Office Antique intends to procure various Office Supplies for official use in accordance with Section 52.1(b) (Shopping) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed formal quotation addressed to the contact information provided below, based on the attached **Purchase Request**. The Approved Budget for the Contract (ABC) is **NINETY-ONE THOUSAND FIVE HUNDRED PESOS (Php 91,500.00) ONLY**.

MYDEE D. HOMENA

Email: antique.co@dfa.gov.ph

Office Address: 3rd Level Robinsons Mall, San Jose, Antique

The Service Provider must be able to provide the following documents:

- BIR Certificate of Registration
- DTI Certificate of Registration
- Valid Mayor's/ Business Permit
- Annual Income Tax Return of the **Business** from the preceding fiscal year.
- Valid PhilGEPS Certification or Printed Screenshot of Online PhilGEPS Registration Information Account
- Formal Quotation bearing Bidder's Official Company Letterhead, duly signed by an authorized representative, to be submitted along with the acknowledged letter of Request for Quotation.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the items and specifications attached to this request. Please note that this procurement shall be undertaken under a **Send Bill arrangement**.

Deadline of submission is on **30 JUN 2025** at 12:00nn.

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

Very truly yours,

MYDEE D. HOMENA
Acting Head of Consular Office