



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CONSULAR AFFAIRS  
REQUEST FOR QUOTATION OF PRICES

Date: 17 JUL 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: 21 JUL 2025 at 12:00nn.

QTY	UNIT	PARTICULARS	AMOUNT
	Lot	Repair and Maintenance Services of the Official Motor Vehicles of the Office of Consular Affairs (OCA) (Please see attached PR and TOR)	
		TOTAL	433,000.00

***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 : \_\_\_\_\_

  
**MARIA TERESA E. NARBUADA**  
Administrative Officer