



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE PANIQUEI

Address: Waltermart Paniqui , Brgy. Estacion, Paniqui, Tarlac 2307

Email: mark.mendoza@dfa.gov.ph/paniqui.co@dfa.gov.ph

21 July 2025

To :
Address :
Email :

SUBJECT : REQUEST FOR QUOTATION

Greetings from DFA Consular Office Paniqui!

The Department of Foreign Affairs- Consular Office (CO) Paniqui will be procuring ICT Equipment (Semi-Expendable) Desktop and Laptop for its official use. The Approved Budget for the Contract is: **PHP 90,000.00,**

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within (30) working days upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FMRD. Payment shall be made through the List of Due and Demandable Accounts Payable (LDDAP)/cheque. All payments shall be inclusive of all taxes and other lawful charges.

Deadline of submission is on **24 July 2025** at 12 noon

ACKNOWLEDGEMENT RECEIPT (To be filled up by the company)
_____ Signature over Printed Name
_____ Rank/ Designation of Person Acknowledging Receipt
_____ Full Company Name

Very truly yours,


ROSETTE T. AUSTRIA
Acting Head of Consular Office



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Date : _____

THE PROPERTY OFFICER

Consular Office Paniqui

Department of Foreign Affairs

Waltermart , Brgy. Estacion, Paniqui, Tarlac 2307

Email: paniqui.co@dfa.gov.ph/mark.mendoza@dfa.gov.ph

M A D A M / S I R:

We are pleased to quote our lowest prices for each of the following:

(Please use the table below only as a point of reference and provide your own/separate quotation based on the particulars being requested).

ICT EQUIPMENT (SEMI-EXPENDABLE) (PURCHASE REQUEST)	
PARTICULARS	AMOUNT
DESKTOP (At least) 512 GB SSD 8GB RAM 1TB HDD MONITOR 21.5"	
LAPTOP (At least) 16 GB RAM 512 M.2 SSD, 1 TB HDD STORAGE	
Grand Total:	

Thank you.

Signature : _____
From : _____
Rank/ Designation : _____
Company : _____