



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 05 March 2021

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. 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 will be served to the supplier. The delivery date will be indicated in the Purchase 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 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 effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Tuesday, 09 March 2021 at 12:00 n.n.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
1 LOT				
200	pc	Management file, transparent, legal size		
200	pad	High quality note pad, stick-on (2x3)		
200	pad	High quality note pad, stick-on (3x3)		
150	pad	High quality note pad, stick-on (3x4)		
100	pack	High quality sign here tape flags, yellow, 25.4mmx43.2mm		
50	pc	Permanent glue stick		
50	pc	mouse pad		
50	pad	Index card, 5"x8", plain		
24	pc	3 hole binder 1", A4		
24	pc	3 hole binder 1", Legal		
24	pc	3 hole binder 2", A4		
24	pc	3 hole binder 2", Legal		
20	pc	staple wire remover (jaw style)		
10	pc	3-tier mesh document tray		
3	roll	Manila/Kraft paper (24" width, 40 meters length, 90 gsm)		
2	roll	Plastic PVC cover roll (48"x50 meters)		
5	ream	A3 paper, 70 gsm		
10	pair	Heavy duty metal bookends		
72	pc	Storage bankers box with lid (16"x12"x10")		
20	pc	Balikbayan box 20"x20"		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			ABC: Php 140,000.00	

COMPANY NAME / SUPPLIER :
CONTACT PERSON :
CONTACT NUMBER :
ADDRESS :
Email Address :


MARI A. SANTERA
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