

21 April 2022

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs - Office of Financial Management Services (OFMS) intends to procure **Portable Air Conditioners** and would like to request a quotation from your company.

Please submit signed quotation and indicate your acceptance for the procurement on or before Tuesday, 26 April 2022 at 12:00 NN.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 149,990.00

Thank you for your consideration and immediate action. If you have any questions, please feel free to contact Ms. Joena R. Flores through telephone no. (2) 834-3721 or email address joena.flores@dfa.gov.ph.

Respectfully yours,

Sulpicio M. Confiado
Assistant Secretary



PURCHASE REQUEST

Department of Foreign Affairs Agency

| | | | | | SHP |
|---------------|------|---|----------|-----------|------------|
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| Department | | Office of Financial Management and Services | PR No.: | Date:_ | 10-Mar-21 |
| Section | | Office of the Assistant Secretary | SAI No.: | Date: | 10-Mar-21 |
| | | | | | |
| Stock No. | Unit | ITEM / DESCRIPTION | Quantity | Unit Cost | Total Cost |
| | unit | Portable Aircon, Non Inverter | 10 | | |
| | | -Rated power supply: 220-230V, 1ph | | | |
| | | - Supply frequency: 60Hz | | | |
| | | - Cooling capacity : 9000 btu/hr | | | |
| | | - Maximum Input Consumption: 1,450 (W) | | | |
| | | - Application Area: minimum 12 square meter | | | |
| | | - Control type: Wireless remote | | | |
| | | - Compressor Type: Rotary | | | |
| | | - Refrigerant type: R410a | | | |
| | | - With Warranty, minimum of 1 (one) year on parts | | | |
| | | and services, minimum of five (5) years on compressor | | | |
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| | | | | ABC | 149,990.00 |
| Purpos | | official use of Office of Financial Management Se | rvices | | |
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| | | Requested By: | | | |
| Signature | | | | | |
| Signature | | / | | | |
| Duinata al NI | | SULPICIOM. | CONFINDO | | |
| Printed Name: | | | | | |
| Designation: | | Assistant Secretary, OFMS | | | |