



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

THE UNDERSECRETARY FOR CIVILIAN SECURITY AND CONSULAR AFFAIRS

Date: 12 May 2022

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your formal and detailed lowest price of 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 Departments Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: **17 May 2022 at 12:00nn**

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (VAT INCLUSIVE)	
5	License	Portable Document Format (PDF) - (Software)			
		*One (1) year subscription			
		* 1 product key - multiple users			
		* Read, create, edit, and convert Portable Document Format (PDF)			
1	License	Zoom Meeting Pro			
		*One (1) year subscription			
		*300 participants			
		*(This is requested by the office for the interoperability of the software because most of our counterparts or stakeholders use Zoom Meeting).			
		NOTHING FOLLOWS			
				Approved Budget for the Contract	P 72,000

COMPANY NAME / SUPPLIER :
EMAIL ADDRESS :
CONTACT NUMBER :
ADDRESS :


HALLEY C. TALBO
Canvasser/Property Officer

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