Appendix 51

DEPARTMENT OF FOREIGN AFFAIRS
Philippine Embassy Abu Dhabi, UAE
Tel No.: +971 50 813 7836

Date: 29 October 2024

REQUEST FOR QUOTATION

Sir / Madam:

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

1. Quotations submitted to this office will be considered as the 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 Purchased/Job Order.
2. Post 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 delivered shall be subject to the usual inspection by the Embassy's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for submission of quotation is on 02 November 2024.

Unit	Items Description	Quantity	Unit Cost	Total Cost 5% VAT
pcs	Cross cut paper shredders	2		
xxxx NOTHING FOLLOWS xxxxxxx				
			Total Amount:	

COMPANY NAME / SUPPLIER:

CONTACT PERSON:

ADDRESS AND TELEPHONE NYMBER:

	Requested by:	Approved by:
Signature :		
Printed Name:	**ALLAN G. TAPANG**	**ARVIC V. AREVALO**
Designation:	Property Officer	BAC Chairperson