



Date: 30 December 2024

REQUEST FOR QUOTATION

DRINKING WATER SUPPLY FOR THE PHILIPPINE CONSULATE GENERAL FY 2025

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 shall be considered as the final offer. In the event that the price is deemed acceptable/accepted, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the winning supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate reserves the right to 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 Consulate's duly authorized representative.
4. Payment will only be processed through strict and faithful compliance with the usual prescribed accounting and auditing requirements of the Philippine Government (Send bill arrangement, within fifteen (15) days from the date of issuance of invoice).
5. Submit your quotation using this form or on the official company letterhead duly signed by the company's authorized representative, not later than **02 January 2025, 12:00 nn.**

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES AND OTHER LAWFUL CHARGES)
1	gal	Drinking Water with the provision of a water dispenser. <ul style="list-style-type: none"> • 5 gallons per bottle at 15 bottles per month; • Leased bottles arrangements; • Free delivery every two weeks; 8 bottles for the first week and 7 bottles for the second week. Dispenser will be maintained and cleaned by the supplier every 3 months.		

COMPANY NAME/SUPPLIER:
CONTACT PERSON:
ADDRESS AND TELEPHONE NO.:


HELEN GRACE B. CUISIA
Acting Administrative Officer