



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

REQUEST FOR QUOTATION

23 February 2021

Sir/Madam:

The Department of Foreign Affairs/Office of the Undersecretary for Administration intends to procure services for the Printing and Binding of the ***Opening Foreign Service Posts A Guidebook*** and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement. The Department accepts open quotations submitted directly, through email at the address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of **One Hundred Thousand Pesos only (Php 100,000.00)**.

Should you require further clarification, please contact Mr. Jefferson C. Ferrer at telephone no. 834-3037 or send a message to jefferson.ferrer@dfa.gov.ph.

Very truly yours,


JEFFERSON C. FERRER
Property Officer

Deadline for the submission of quotation is 26 February 2021 4:00 PM.

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form (in company letter head).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.
- Payment will only effected by strict compliance with the usual prescribed accounting and auditing requirements.

TECHNICAL SPECIFICATIONS

NAME OF PROJECT	DESCRIPTION	AMOUNT ABC: PhP 100,000.00	STATEMENT OF COMPLIANCE
Printing and Binding of Book service	Size: 6" x 9"		
	Stock: Cover-Foldcote # 12 (matte finish) Inside Book # 70		
	Color: Cover – Full Color, Inside – Black and White		
	Pages: 80 pages excluding cover		
	Finish: Perfect Binding with Matte finish		
	Process: Offset		
	Quantity: 100 Copies		
	Delivery: Must be able to deliver within four (4) working days upon approval of finalized print-out version.		

Conforme:

Signature over printed name

Contact Number (Landline and/or Cellphone)

E-mail address

Business Permit No.
Tax identification No.