

REQUEST FOR QUOTATION

01 May 2021

Sir/Madame:

The Department of Foreign Affairs, Human Resource Management Office (HRMO) intends to **procure Learning Kits and Maternity Kits** for the DFA Day Care by **15 May 2021**.

The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (**Revised IRR of Republic Act. No. (RA) 9184**), otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than **05 May 2021, Wednesday**, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation (RFQ).

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Mr. Vincent Echavez at telephone no. 834-4000 locals 4514/4438 or email address at hrmo.familyaffairsunit@gmail.com / vincent.echavez@dfa.gov.ph.

Thank you.


ALAN ROI Q. GABRIOLA
Acting Director
Benefits and Welfare Division
Human Resources Management Office

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable
3. The Approved Budget for the Contract is Php 332,500.00, inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE
DFA DAY CARE LEARNING AND MATERNITY KITS FOR C.Y. 2021
Approved Budget for Contract (ABC): Php 332,500.00

I.	Background The Human Resources Management Office (HRMO) intends to procure thirty-five (35) pieces of learning kits and thirty-five (35) pieces of maternity kits.																																								
II.	Objective To procure Learning Kits and Maternity Kits as support to the learning of the Day Care Children and New Mothers of the Department for C.Y. 2021.																																								
III.	Technical Specifications		STATEMENT OF COMPLIANCE																																						
	Particulars	Qty																																							
	Day Care Learning Kits	35 pieces																																							
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	<ul style="list-style-type: none"> The goods must be brand-new and of a reputable/well-known brand. 																																								
IV.	SUPPLIER RESPONSIBILITIES: <ul style="list-style-type: none"> The supplier must deliver the above items by 15 May 2021; The supplier must be able to deliver items to selected Consular Offices of the Department (please see attached annex for list of Consular Offices); The supplier shall ensure the quality of the items procured. If the consumable items are found to be inferior or pose hazards such as food poisoning or spoilage, the DFA reserves the right to file a complaint against the provider. 																																								
V.	SUPPLIER QUALIFICATIONS <ul style="list-style-type: none"> The provider must have the capability, resources and experience in partnering with private/government corporations (The provider must submit a company profile as a basis). 																																								

	<ul style="list-style-type: none"> The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations. 	
VI.	Payment <ul style="list-style-type: none"> Payment shall be made through a <u>send bill arrangement</u> through the bank account of the chosen supplier All payments shall be inclusive of all taxes and other government/lawful charges 	

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS:

List of DFA Consular Officers (where 1-5 kits will be shipped)

- i.CO Angeles
- ii.CO Antipolo
- iii.CO Butuan
- iv.CO Davao
- v.CO Tacloban
- vi.DFA NCR South