

7 December 2021

Sir/Ma'am:

The Department of Foreign Affairs-Office of Asian and Pacific Affairs (ASPAC) intends to procure year-end tokens of appreciation to its key external stakeholders and partners.

Please submit your quotation duly signed by you or your authorized representative on or before Friday, 10 December 2021, at 12:00NN. Copies of your company's PhilGEPS Certificate of Registration, current Income Tax Return, Business Permit/Mayor's Permit and notarized Omnibus Sworn Statement are also requested to be submitted along with your quotation/proposal. Attached are the Terms of Reference for the tokens.

Open quotations may be submitted manually or through email at [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph) or fax no. (02) 8833 1136. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Sincerely yours,



**Mary Val R. Adiong**  
Administrative Officer  
ASPAC-DFA

## TERMS OF REFERENCE

Project Name	:	Procurement of Year-End Tokens of Appreciation for ASPAC's Key External Stakeholders and Partners
Month	:	December 2021
Requirements	:	Local products <ul style="list-style-type: none"><li>○ One (1) pouch of 153 grams of premium unsweetened chocolate</li><li>○ Three (3) bars of 85 grams chocolate (85%, 72%, 65%)</li><li>○ With box, gift band and paper bag. Box size is 19L x 28W x 5H centimeters</li><li>○ Quantity: 68 boxes</li></ul>
Estimated Cost	:	P1,450.00 per box
Approved budget	:	P98,600.00, inclusive of VAT and delivery charges within Metro Manila
Terms of Payment	:	Send Bill Arrangement (Government Terms)
Documentary Requirements	:	Valid PhilGEPS Registration Number Copy of current Income Tax Return Notarized Omnibus Sworn Statement Copy of Current Business Permit/Mayor's Permit