



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

**HUMAN RESOURCES MANAGEMENT OFFICE
PERFORMANCE AND RECORDS MANAGEMENT DIVISION**

23 July 2021

Dear Sir/Madame,

The Department of Foreign Affairs, through the Performance and Records Management Division of the Human Resources Management Office (HRMO), intends to **procure Floral Arrangements** for the **2021 DFA Day on 13 August 2021**.

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

You are kindly requested to provide a quotation of your best offer, subject to the Technical Specifications and Terms and Conditions provided in the succeeding pages. You may submit said quotation, duly signed by you or your authorized representative, not later than **Tuesday, 27 July 2021 at 12:00 PM**.

For submission of open quotations and/or further information, please contact Ms. Khristine Joy Tamanio at telephone no. 8834-4000 local 3158 or email address at hrmo.praise@dfa.gov.ph.

Thank you.


Sincerely yours,


ANNE KRISTINE D. SALVADOR
Acting Director

Performance and Records Management Division
Human Resources Management Office

HR-P-8156-2021

Technical Specifications Floral Arrangement Services

I.	<p>BACKGROUND</p> <p>In celebration of the 123rd Foundation Anniversary of the Department of Foreign Affairs (DFA) scheduled on Friday, 13 August 2021, HRMO shall procure floral arrangements.</p>
II.	<p>SCOPE OF WORK</p> <p>Provision of floral arrangements for the 123rd Founding Anniversary celebration of the Department of Foreign Affairs (DFA) scheduled on Friday, 13 August 2021.</p>
III.	<p>BUDGET</p> <p>Seventy thousand pesos (Php 70,000.00)</p>
IV.	<p>TIME AND DATE</p> <p>All floral arrangements must be delivered to the DFA at 8:00AM, Friday, 13 August 2021. (For further discussion with the vendor; to consider shelf-life of the flowers as well as safety and health protocols.)</p>
V.	<p>VENUE</p> <p>Bulwagang Apolinario Mabini, 1F Department of Foreign Affairs 2330 Roxas Boulevard, Pasay City</p>
VI.	<p>REQUIRED GOODS / SERVICES</p> <p>The following floral arrangements must be provided:</p> <ul style="list-style-type: none"> ● One (1) stage floral arrangement (along the ledge of the 15-meter stage) ● Two (2) standing floral arrangements or one (1) flower wall on the stage <p>The floral arrangement must compliment the event's formal set-up and stage backdrop/theme, which are in shades of dark blue and gold.</p> <p>Along with their quotation, the bidder must provide a sample photo of their proposed design for each type of floral arrangement required for the event.</p> <p>In case two or more bidders are determined as the lowest calculated bid, the winning bidder shall be determined by the highest ranking design based on all submitted quotations.</p> <p>Sample:</p> 

VII.	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> ● Send Bill Arrangement based on government terms. ● Payment shall be made within sixty (60) working days upon the contractor's submission of the sales invoice and complete supporting documents. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD) upon the signing of the contract. ● All payments shall be inclusive of all applicable taxes and other lawful charges.
VIII.	<p>CONTRACTOR'S DOCUMENTARY REQUIREMENTS</p> <p>The Contractor should be able to submit the following requirements :</p> <ol style="list-style-type: none"> (1) Valid PhilGeps Registration Number (2) Copy of current Mayor's Permit

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 70,000.00**, 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.