

**JOB ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

**12-00122**

Supplier: <b>AGRASADA ADVERTISING SERVICES</b>	J.O. No. _____
Address: <b>1964 Laveriza St., Pasay City</b>	Date: <b>05 DEC 2022</b>
Contact nos: <b>T: 8983-4153/09956578160</b>	Mode of Procurement: <b>Small Value</b>

Place of Delivery: <b>Department of Foreign Affairs, 2330 Roxas Blvd, Pasay City</b>	Delivery Term: <b>14 days</b>
Date of Delivery: _____	Payment Term: <b>30 days</b>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
	Lot	1.00	<b>PRINTING SERVICES OF EXHIBIT PANELS, BACKDROPS AND TARPULIN FOR THE BOOK LAUNCH EXHIBIT ON 16 DECEMBER 2022</b>	P 118,840.00	P 118,840.00
<p><b>Scope of Works:</b></p> <p>The Contractor Shall:</p> <p>1. Provide printing services for the following including supply of labor and materials needed for the exhibit:</p> <p><b>Exhibit Panels</b> Size: 0.9m x 1.5m Material: Sintra Board, Matte Finish Quantity: 30 Pcs</p> <p><b>Title Panel</b> Size: 1.2m x 1.5m Material: Sintra Board, Matte Finish Quantity: 1 Pc</p> <p><b>Exhibit Backdrop (w/ installation)</b> Size: 5m x 2.5m Material: Sintra Board, Matte Finish Quantity: 1 Pc</p> <p><b>Book Launch Backdrop</b> Size: 5m x 4m Material: Tarpaulin Quantity: 2 Pcs</p> <p><b>Adhesive Materials</b> Contact Cement (for Exhibit Backdrop) Quantity: 1 gallon 40mm Mounting Tape, heavy duty (for Exhibit Panels) Quantity: 7 rolls</p> <p><b>Lighting and Electrical Wires</b> Black Track/Spot Light 5W, 230V, Warm White Quantity: 34 Pcs Royal Cord #16 2/C (75m/box) Quantity: 1 box</p> <p>2. Deliver the complete printed materials and consumables needed for the exhibit mentioned in item "1"; and,</p> <p>3. Provide supervision for the mounting of exhibit boards/panels.</p> <p><b>Delivery</b></p> <p>1. The Contractor shall deliver the services and the materials at the site within fourteen (14) days from the receipt of NTP</p> <p>2. All deliveries shall be made one (1) day prior notice to the Office of Asset Management and Support Services-Engineering (OAMSS-EMD) from Monday-Friday, 8:00am to 5:00pm.</p> <p>3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).</p> <p><b>Terms of Payment</b></p> <p>1. Payments shall be made thirty (30) days upon receipt of the sales invoice with complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD) upon signing the Contract.</p> <p>2. The Payment shall be inclusive of all applicable taxes and other lawful charges.</p>					
Total Amount in Words			<b>One Hundred Eighteen Thousand Eight Hundred Forty Pesos</b>	<b>P 118,840.00</b>	<b>P 118,840.00</b>

Office of Financial Management  
**RECEIVED**  
DEC 14 2022  
By: \_\_\_\_\_  
Time: \_\_\_\_\_

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: **JOEL G. AGRASADA**  
(Signature over printed name)  
(Date) \_\_\_\_\_

Very truly yours,  
**MEDARDO G. MACARAIG**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: <b>OAMSS-ORPCMD</b> <b>MARIA PAZ G. CORTES</b> Director, OAMSS-ORPCMD	Funds Available: _____ <b>LYNE F. FULGENCIO</b> Chief Accountant	Amount: <b>\$ 118,840.00</b>	LOBS No.: <b>2022-12-001122</b>
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**JOB ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: <b>AGRASADA ADVERTISING SERVICES</b>	J.O. No. _____
Address: 1964 Leveriza St., Pasay City	Date _____
Contact nos: T: 8983-4153/09956578160	Mode of Procurement _____ Small Value _____

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Blvd, Pasay City	Delivery Term: 14 days
Date of Delivery: _____	Payment Term: 30 days

Item No.	Unit	Quantity	Description	Unit Cost	Amount
	Lot	1.00	<b>PRINTING SERVICES OF EXHIBIT PANELS, BACKDROPS AND TARPULIN FOR THE BOOK LAUNCH EXHIBIT ON 16 DECEMBER 2022</b>	P 118,840.00	P 118,840.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:   
(Signature over printed name)  
(Date) \_\_\_\_\_

Very truly yours,  
  
**MEDARDO G. MACARAIG**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept:  <b>MARIA PAZ C. CORTES</b> Director, OAMSS-ORPCMD	Funds Available:  <b>LYRIE F. FULGENCIO</b> Chief Accountant	Amount: \$ 118,840.00 ALOBS No.: 2022-12-001122
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# OBLIGATION REQUEST AND STATUS

Department of Foreign Affairs

No. : 011021012022-12-001122


Date : December 14, 2022

Fund : (01101101) Regular Agency Fund -  
General Fund - Continuing  
Appropriations - Specific Budgets  
of National Government Agencies

<b>Payee</b>	<b>AGRASADA ADVERTISING SERVICES</b>
<b>Office</b>	OAMSS
<b>Address</b>	

Responsibility Center	Particulars	MFO/PAP/KRA	Object Code	Amount
12 001 01 00000 01 04. Office of Assets Management and Support Services (OAMSS)	To obligate funds for procurement of supplies for exhibit panels, backdrops and tarpaulin for the Storeys of Diplomacy 2 Book Launch Exhibit on 16 Decvember 2022, chargeable against OAMSS FY 2021 Continuing Appropriation, per attached P.O. 12-00122 dated 05 Dec 2022 and other supporting documents.	100000100001000	(5020399000)	118,840.00
	Total			<b>118,840.00</b>

**A. Certified:** Charges to appropriation / allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

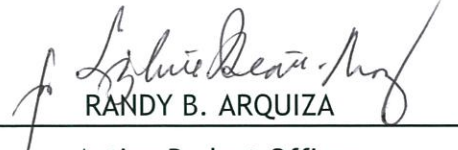
Signature : 

Printed Name : MEDARDO ANTONIO G. MACARAIG

Position : Assistant Secretary, OAMSS  
Head, Requesting Office/Authorized Representative

Date : Dec 14 2022

**B. Certified:** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : 

Printed Name : RANDY B. ARQUIZA

Position : Acting Budget Officer  
Head, Budget Unit/Authorized Representative

Date : \_\_\_\_\_

STATUS: IN PROCESS

STATUS OF OBLIGATION							
Reference				Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
12/14	TO OBLIGATE FUNDS FOR PROCUREMENT OF SUPPLIES FOR EXHIBIT PANELS, BACKDROPS AND TARPAULIN FOR THE STOREYS OF DIPLOMACY 2 BOOK LAUNCH EXHIBIT ON 16 DECVEMBER 2022, CHARGEABLE AGAINST OAMSS FY 2021 CONTINUING APPROPRIATION, PER ATTACHED P.O. 12-00122 DATED 05 DEC 2022 AND OTHER SUPPORTING DOCUMENTS.	011021012022-12-001 122	118,840.00		0.00	0.00	118,840.00
							118,840.00





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES


**EXTREMELY URGENT**

*OAMSS - EMD - 2022 - 12 - 12*

**MEMORANDUM FOR THE ASSISTANT SECRETARY, OFMS**

**Thru** : **The Chief Accountant, OFMS**

**CC** : Head of Procuring Entity, HOPE  
The Chairperson, BAC

**FROM** :  **MEDARDO G. MACARAIG**  
Assistant Secretary

**SUBJECT** : Job Order for the Department's Procurement for the Printing Services of Exhibit Panels Backdrops and Tarpaulin for the Book Launch Exhibit on 16 December 2022

**DATE** : 13 December 2022

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OAMSS r transmits the attached Job Order with supporting documents for the Department's Procurement for the **Printing Services of Exhibit Panels Backdrops and Tarpaulin for the Book Launch Exhibit on 16 December 2022** for final review and signature of the Chief Accountant.

For the Assistant Secretary's consideration and appropriate action.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. CPM-343-22**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.9 (SMALL VALUE PROCUREMENT) FOR THE PROCUREMENT OF PRINTING SERVICES OF EXHIBIT PANELS, BACKDROPS AND TARPULIN FOR THE BOOK LAUNCH EXHIBIT ON 16 DECEMBER 2022**

**WHEREAS**, the Office of the Assets Management and Support Services (OAMSS) intends to procure printing services of exhibit panels, backdrops and tarpaulin for the book launch exhibit on 16 December 2022;

**WHEREAS**, OAMSS' procurement, with an Approved Budget for the Contract (ABC) of *One Hundred Twenty Thousand* (PhP 120,000.00) only, chargeable against OAMSS' FY 2021 Continuing Appropriation for Other Supplies and Materials Expenses, is included in the Department's Supplemental Annual Procurement Plan (SAPP) for FY 2022;

**WHEREAS**, Section 53.9 of the 2016 revised Implementing Rules and Regulations ("IRR," hereinafter) of R.A. 9184, otherwise known as the "Government Procurement Reform Act of 2003", allows an agency to resort to Small Value Procurement as alternative method of procurement where the amount involved does not exceed the threshold amount of One Million Pesos (PhP 1,000,000.00) as prescribed in Annex "H" thereof;

**WHEREAS**, Annex H(IV)(J) of the IRR allows the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue to be delegated to the end-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC;

**WHEREAS**, pursuant to Item No. (V)(D)(8)(b)(iii) of Annex "H" of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, a Request for Quotation (RFQ) was posted on the Philippine Government Electronic Procurement System (PhilGEPS) website for three (3) consecutive days, starting on 9 November 2022 to 14 November 2022;

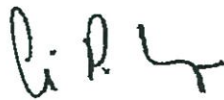
**WHEREAS**, in compliance with Item No. (V)(D)(8)(b)(ii), Annex H of the IRR, separate Requests for Quotation (RFQ) were also sent to at least three (3) potential suppliers/contractors;

**WHEREAS**, in response to the solicitation of offers, a single calculated and responsive quotation was received from *Agrasada Advertising Services* in the amount of *One Hundred Eighteen Thousand Eight Hundred Forty Pesos* (PhP 118,840.00) only.



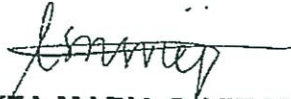
**NOW, THEREFORE**, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) resort to Negotiated Procurement as the alternative method of procurement of printing services of exhibit panels, backdrops and tarpaulin for the book launch exhibit on 16 December 2022 to **Agrasada Advertising Services**, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED**, this 5<sup>th</sup> day of December 2022, Pasay City.



**CHARLIE P. MANANGAN**  
BAC Chairperson

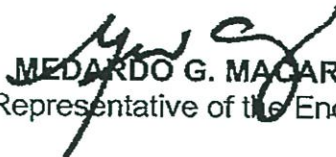
**ANTHONY S. AGUIRRE**  
BAC Alternate Vice-Chairperson



**LYZA MARIA S. VIEJO**  
BAC Member



**MARC THEODORE P. BENIGNO**  
BAC Alternate Member



**MEDARDO G. MACARAIG**  
Representative of the End-user

Approved:

By the Authority of the Secretary of Foreign Affairs:



**ANTONIO A. MORALES**  
Undersecretary and  
Head of the Procuring Entity





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**NOTICE OF AWARD**

5 December 2022

**Sir/Madam:**

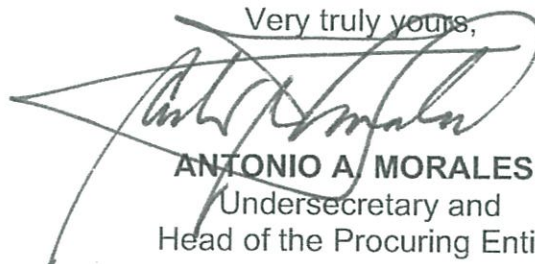
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs (DFA) as contained in its Resolution No. **CPM-343-22**, the Department is awarding the contract on the following project/procurement to your firm, the ***Agrasada Advertising Services***:

Project Title	End-User Unit
<b>PROCUREMENT OF PRINTING SERVICES OF EXHIBIT PANELS, BACKDROPS AND TARPAULIN FOR THE BOOK LAUNCH EXHIBIT ON 16 DECEMBER 2022</b>	<b>OAMSS</b>

The contract has a total cost of *One Hundred Eighteen Thousand Eight Hundred Forty Pesos* (PhP 118,840.00) only, including taxes and other lawful charges.

This award and the implementation of the project/procurement are subject to the signing of a contract and compliance with all applicable accounting and auditing rules and regulations.

Very truly yours,



**ANTONIO A. MORALES**  
Undersecretary and  
Head of the Procuring Entity

**Agrasada Advertising Services**  
1964 Leveriza St. Pasay City



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS


**OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES**

**EXTREMELY URGENT**

OAMSS-EMD-2022-11-25

**MEMORANDUM FOR THE CHAIRPERSON, BIDS AND AWARD COMMITTEE**

**CC** : The Undersecretary for Administration  
The Assistant Secretary, OFMS

**FROM** :   
**MEDARDO G. MACARAIG**  
Assistant Secretary

**SUBJECT** : Request for the Issuance of Notice of Award, BAC Resolution  
and Notice to Proceed for the Printing Services of Exhibit  
Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit

**DATE** : 23 November 2022

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OAMSS requests for the issuance of a Notice of Award, a BAC Resolution, and a Notice to Proceed for the procurement of Printing Services of Exhibit Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit.

Attached are the following supporting documents for reference:

1. OAMSS PPMP CY 2022
2. Certificate of Availability of Funds
3. Purchase Request
4. Memo Request for PhilGEPS Posting
5. Request for Quotations sent to at least 3 suppliers
6. Proof of PhilGEPS Posting
7. Quotations received
8. Abstract of Quotations
9. Price Verification
10. PhilGEPS Registration
11. Mayor's Permit
12. Omnibus Sworn Statement

For the BAC Chairperson's consideration.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION  
AND HEAD OF PROCURING ENTITY

THROUGH : THE CHAIRPERSON, BAC   
THE ASSISTANT SECRETARY, OFMS

ATTN : THE DIRECTOR, OFMS-BUDGET DIVISION

FROM :   
MEDARDO G. MACARAIG  
Assistant Secretary

SUBJECT : Request for Realignment/Modification and Approval  
of OAMSS's Supplemental PPMP CY 2022

DATE : 28 September 2022

OAMSS respectfully requests modification/realignment of funds in the amount of **Three Million Three Hundred Sixty-Five Thousand Pesos (Php3,365,000.00)** and the approval of the attached Supplemental PPMP FY 2022 for its projects, programs and activities indicated as follows:

Project/Activity/Program	Object of Expenditure	Amount (Php)
Printing and Publication Expenses - Storeys of Diplomacy 2 Book Launch (Book Printing Expenses for 300 copies)	OAMSS Continuing Appropriations FY 2021 (MOOE)	600,000.00
Other Supplies and Materials - Storeys of Diplomacy 2 Book Launch (Exhibit Panels and Backdrop/Tarpaulin Expenses)		120,000.00
Training Expenses - Storeys of Diplomacy 2 Book Launch (Food Expenses, Decoration Expenses, and Incidentals)		275,000.00
ICT Software Subscription - Storeys of Diplomacy 2 Book Launch (Online graphic design tool subscription)		10,000.00
<b>SUB-TOTAL</b>		<b>1,005,000.00</b>
Other Supplies and Materials - Archives Week Exhibit (Supplies, Decoration Expenses, and Incidentals)		25,000.00
Training Expenses - Archives Week Exhibit (Food Expenses for Cocktails)		50,000.00
<b>SUB-TOTAL</b>		<b>75,000.00</b>
Training Expenses - Online Mandatory Continuing Legal Education (MCLE) Seminar		10,000.00
<b>SUB-TOTAL</b>		<b>10,000.00</b>



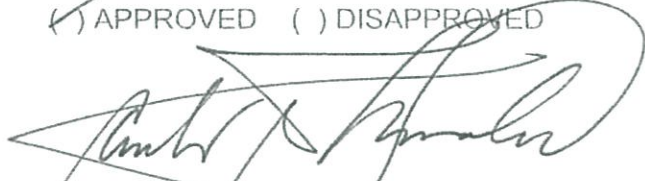
ICT Software Subscription - Microsoft Server Licenses	OAMSS Continuing Appropriations FY 2021 (MOOE)	1,000,000.00
Other Professional Services - Network Data Analyst		1,000,000.00
<b>SUB-TOTAL</b>		<b>2,000,000.00</b>
Furniture and Fixtures - Procurement of Jose P. Rizal's Bust from an NCCA accredited supplier for Chongqing PCG - PSSD Project	OAMSS Continuing Appropriations FY 2021 (Capital Outlay)	275,000.00
<b>SUB-TOTAL</b>		<b>275,000.00</b>
<b>OVERALL TOTAL (MOOE &amp; CO)</b>		<b>3,365,000.00</b>

Enclosed, for reference, are OAMSS' SPPMP FY 2022 and Modification Advice Form (MAF).

Upon approval of this request, OAMSS would also like to request OFMS to subsequently issue Certificates of Availability of Funds (CAF) for the above purposes.


For the Acting Undersecretary's consideration.

APPROVED     DISAPPROVED

  
**ANTONIO A. MORALES**  
 Undersecretary for Administration and  
 Head of Procuring Entity

OFMS interposes no objection to OAMSS's request for Supplemental PPMP and approval of MAI, chargeable against OAMSS's available FY2021 Continuing Appropriations MOOE funds and subject to existing budgetary, accounting and auditing rules and regulations.

OFMS defers to OAMSS and PAC on the changes/updates in the specification/details of the PPMP/APP.

OFMS Assoc:  11.10.22  
 OFMS Budget: 10/10/22  
 ofms/proc: 8 10/10/22

Department : DEPARTMENT OF FOREIGN AFFAIRS  
 Agency/Operating Unit : OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES  
 Address : 2330 ROXAS BLVD., PASAY CITY

MODIFICATION ADVISE FORM (MAF) NO. \_\_\_\_\_

27 September 2022

Funding Source : Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies

Legal Basis : RA 11640 Regular 2021 Continuing Appropriations

DEFICIENT ITEMS (TO) :

PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
100000100001000	12 001 01 00000 01 04	MOOE	<b>PRINTING AND PUBLICATION EXPENSES (5029902000) :</b> Storeys of Diplomacy 2 Book Launch (Book Printing Expenses for 300 copies)	600,000.00
GENERAL ADMINISTRATION AND SUPPORT (GAS)	OAMSS		<b>TRAINING EXPENSES (5020201002) :</b> Storeys of Diplomacy 2 Book Launch (Food Expenses, Decoration Expenses, and Incidentals)	275,000.00
			<b>ICT SOFTWARE SUBSCRIPTION (5029907001):</b> Storeys of Diplomacy 2 Book Launch (Online graphic design tool subscription)	10,000.00
			<b>TRAINING EXPENSES (5020201002) :</b> Archives Week Exhibit (Food Expenses for Cocktails)	50,000.00
			<b>TRAINING EXPENSES (5020201002) :</b> Online Mandatory Continuing Legal Education (MCLE) Seminar	10,000.00
			<b>ICT SOFTWARE SUBSCRIPTION (5029907001):</b> Microsoft Server Licenses	1,000,000.00
			<b>OTHER PROFESSIONAL SERVICES (5021199000):</b> Network Data Analyst	1,000,000.00
			<b>TOTAL</b>	<b>2,945,000.00</b>

SOURCE ITEMS (FROM):

PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
GENERAL ADMINISTRATION AND SUPPORT (GAS)	OAMSS	MOOE (RA 11640 Regular 2021 Continuing Appropriations)	5020399000 Other Supplies and Materials Expenses	945,000.00
			5029905004 Rents - Equipment	2,000,000.00
			<b>TOTAL</b>	<b>2,945,000.00</b>

Prepared by

  
 HERMINIA A. COMULLO  
 Administrative Officer, OAMSS

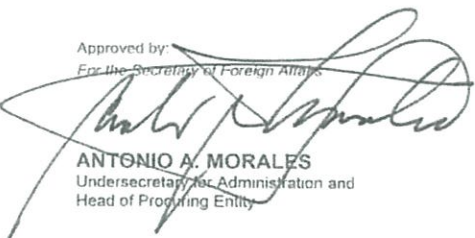
Recommended by

  
 SULPIRO M. CONFIADO  
 Assistant Secretary, OFMS

Verified by

  
 RANDY B. ARQUIZA  
 Acting Budget Officer

Approved by:  
 For the Secretary of Foreign Affairs

  
 ANTONIO A. MORALES  
 Undersecretary for Administration and  
 Head of Procuring Entity















Project and Council Service	December 2021	Bidding	1	5,000,000.00	8,000,000.00
<b>2021 CA BUILDING RAMP PROJECT</b>			<b>Total</b>	<b>51,795,424.71</b>	<b>110,234,114.70</b>
Building - Furniture and Fixtures	Procurement of 100 sets of Coaxial Arms	P	1	12,000,000.00	12,000,000.00
Other Machinery and Equipment	Rehabilitation of OCA ASESNA's Fire Detection and Alarm System	P	1	1,737,483.00	1,737,483.00
Building	DFA repair, Repair and Renovation Works	P	1	6,391,461.75	6,391,461.75
Furniture and Fixtures	Procurement of Jose P. Rizal's Bust from an NCCA-registered supplier for Copleyng Hqs-1950 Project	P	1	275,000.00	275,000.00
			<b>Total</b>	<b>20,381,026.75</b>	<b>20,381,026.75</b>
<b>2021 CAMICE</b>					
Subscription Expenses	Cybersecurity License	P	1	15,000,000.00	15,000,000.00
Subscription Expenses	Disaster Recovery Warranty	P	1	2,000,000.00	2,000,000.00
Subscription Expenses	Hardware, Network, Monitoring and Server Security Solutions	P	1	6,000,000.00	6,000,000.00
Subscription Expenses	Restoration of Air Handling Units in OCA Main Building	P	1	10,000,000.00	10,000,000.00
Other General Services	Repair of Cracks at the DIAAMA Building	P	1	1,000,000.00	14,000,000.00
Other General Services	Renovation of the Bulwagang Spillover Quilala	P	1	3,000,000.00	400,000.00
Other General Services	Shipping and Glazing Services	P	1	400,000.00	400,000.00
Other General Services	CAO Software	P	1	150,000.00	550,000.00
Other General Services	Engineering Supplies	P	1	2,000,000.00	500,000.00
Other General Services	Engineering Tools and Equipment	P	1	770,000.00	770,000.00
Other General Services	30 printer, accessories and consumables for Directory Boards	P	1	52,000.00	4,444,534.09
Other General Services	Air conditioning units	P	1	80,000.00	80,000.00
Other General Services	Computer Hardware Upgrade	P	1	800,000.00	800,000.00
Other General Services	Archived Materials and Supplies	P	1	600,000.00	600,000.00
Other General Services	Various supplies and materials	P	1	727,534.00	727,534.00
Other General Services	Food Banks	P	1	20,000.00	20,000.00
Other General Services	1994 Tables	P	1	472,000.00	472,000.00
Other General Services	595 DCC 00	P	1	952,000.00	952,000.00
Other General Services	Reproducible Office Master with DFA Logo Embroidery	P	1	480,000.00	2,945,000.00
Other General Services	Procurement of Brass W/P Seal	P	1	500,000.00	500,000.00
Other General Services	Ergonomic Chair	P	1	950,000.00	1,200,000.00
Other General Services	Procurement of Smart Televisions	P	1	410,000.00	410,000.00
Other General Services	Heavy Duty Air Purifiers	P	1	950,000.00	950,000.00
Other General Services	Various Semi-Convertible Office Equipment	P	1	91,000.00	1,027,000.00
Other General Services	Procurement of an all-powered HNIC and Fully Integrated BIVIS	P	1	32,000,334.23	32,091,334.23
Other General Services	Goatle Workshop Training and Workshop	P	1	25,000.00	1,200,000.00
Other General Services	Team Building and Gender and Development Activities and Workshops	P	1	1,215,000.00	1,215,000.00
Other General Services	Security of Diponegoro 2 Bioskamran (Bioskamran Printing Expenses for 200 copies)	P	1	600,000.00	600,000.00
Other General Services	General Diponegoro 2 Book Launch (Author's Search and Extradition Approval)	P	1	130,000.00	1,005,000.00
Other General Services	Security of Diponegoro 2 Book Launch (Food Expenses, Decoration Expenses, and Incidentals)	P	1	272,500.00	272,500.00
Other General Services	Security of Diponegoro 2 Book Launch (Online graphic design tool subscription)	P	1	10,000.00	10,000.00
Other General Services	Archives Week Exhibit Display, Description, Expenses, and Incidentals	P	1	25,000.00	25,000.00
Other General Services	Archives Week Exhibit Food Expenses for Cocktail	P	1	50,000.00	75,000.00
Other General Services	Food for Office Staff, Security Controlling	P	1	10,000.00	10,000.00
Other General Services	Legal Education (Including Seminar)	P	1	1,000,000.00	1,000,000.00
Other General Services	Network Data Analyzer	P	1	1,000,000.00	1,000,000.00
	<b>Total</b>			<b>93,601,888.23</b>	<b>93,601,888.23</b>

Prepared by: **HERMINIA A. COMULLO**  
Administrative Officer

Noted and Approved by: **MARINO G. MACAYAG**  
Assistant Secretary

Date Prepared/Updated: 28 September 2022  
Date Submitted: 28 September 2022

Labels: 1. User's Learning Note (1-1000-000-00)  
2. Labels: 1. User's Learning Note (1-1000-000-00)  
3. Labels: 1. User's Learning Note (1-1000-000-00)  
4. Labels: 1. User's Learning Note (1-1000-000-00)  
5. Labels: 1. User's Learning Note (1-1000-000-00)  
6. Labels: 1. User's Learning Note (1-1000-000-00)  
7. Labels: 1. User's Learning Note (1-1000-000-00)  
8. Labels: 1. User's Learning Note (1-1000-000-00)  
9. Labels: 1. User's Learning Note (1-1000-000-00)  
10. Labels: 1. User's Learning Note (1-1000-000-00)





**OFFICE OF FINANCIAL MANAGEMENT SERVICES**

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **ONE HUNDRED AND TWENTY THOUSAND PESOS ONLY (PhP120,000.00)** is available to cover procurement of supplies for exhibit panels and backdrop and tarpaulin expenses for the Storeys of Diplomacy 2 Book Launch, chargeable against **OAMSS's FY 2021 Continuing Appropriation for Other Supplies and Materials Expenses**, pursuant to FY 2021 Continuing Appropriations (R.A. No. 11640) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to **31 December 2022**.

This Certification is issued for whatever lawful purpose it may serve.

A handwritten signature in black ink, appearing to read "Lynne P. Fulgencio".

**LYNNE P. FULGENCIO**

Acting Department Chief Accountant

**10 - 22 - 0057**

**BUDGET DIVISION-CAF**

**19 October 2022**

# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

10-08622

Department: Office of Asset Management and Support Services

PR No.:

Date: 27 OCT 2021

Section : Overseas and Regional Properties and Contract Management  
Division

SAI No.:

Date : \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
A.	lot	Supplies for exhibit panels and backdrops and tarpaulin expenses for the Storeys of Diplomacy 2 Book Launch  Scope of Works: - Please refer to the attached TOR	1		

Amount in Words:

One Hundred Twenty Thousand Pesos

₱ 120,000.00

Purpose:

To be used for the Storeys of Diplomacy 2 Book Launch

Signature

Requested by :

Printed Name:

**MEDARDO G. MACARAIG**

Designation:

Assistant Secretary, OAMSS




DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES**

**MEMORANDUM FOR THE CHAIRPERSON, BIDS AND AWARDS COMMITTEE**

Cc : The Undersecretary for Administration  
The Assistant Secretary, OTLA  
The Assistant Secretary, OFMS  
The Head, BAC Secretariat

FROM :  **MEDARDO G. MACARAIG**  
Assistant Secretary

SUBJECT : Request for PhilGEPS Posting for the Procurement of Supplies for Exhibit panels and backdrops and tarpaulin expenses for the Storeys of Diplomacy 2 Book Launch

DATE : 28 October 2022

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OAMSS requests for PhilGEPS posting for the supplies for exhibit panel and backdrops and tarpaulin expenses for the Storeys of Diplomacy 2 Book Launch with approved budget amounting **One Hundred Twenty Thousand Pesos (Php 120,000.00), chargeable against OAMSS FY 2021 Continuing Appropriation for Other Supplies and Materials Expenses**, subject to the terms and conditions of the existing budgeting, accounting and auditing rules and regulations of the Department and the Government Procurement Reform Act, R.A. 9184 and its IRR.

Attached are the following requirements to commence the procurement process under Alternative Methods of Procurement (AMP):

1. Purchase Request
2. Request for Quotation
3. Certificate of Availability of Funds
4. Supplemental PPMP
5. Terms of Reference

For the BAC Chairperson's consideration and appropriate action.





Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph>

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## Request for Quotation - DFA Exhibit Project

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>

Wed, Nov 9, 2022 at 4:39 PM

To: "agrasada.advertising@gmail.com" <agrasada.advertising@gmail.com>, agrasadaadvertising@gmail.com

Cc: "Rocy Mae M. Lacerna" <rocymae.lacerna@dfa.gov.ph>

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!

--




**Adelijoy C. Manuel, UAP**  
**Architect**

*Office of Asset Management and Support Services (OAMSS)*  
*Engineering and Maintenance Division (EMD)*  
*Department of Foreign Affairs*  
*2330 Roxas Boulevard, Pasay City, 1300*  
*Tel. no: (02) 834-3301*  
*Viber: (63) 939 570 2403*



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### 3 attachments

-  **RFQ\_-\_Supplies\_for\_Exhibit\_Panels\_and\_Backdrops\_and\_Tarpaulin.pdf**  
52K
-  **TOR - Exhibit.pdf**  
85K
-  **BAC 188-22 PhilGEPS Bid Notice.pdf**  
155K



Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph>

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## Request for Quotation - DFA Exhibit Project

1 message

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>  
To: "rose.arlechino@gmail.com" <rose.arlechino@gmail.com>

Wed, Nov 9, 2022 at 4:45 PM

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!


--

**Adelijoy C. Manuel, UAP**  
**Architect**  
*Office of Asset Management and Support Services (OAMSS)*  
*Engineering and Maintenance Division (EMD)*  
*Department of Foreign Affairs*  
*2330 Roxas Boulevard, Pasay City, 1300*  
*Tel. no: (02)834-3301*  
*Viber: (63)939 570 2403*



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### 3 attachments

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155K
-  **TOR - Exhibit.pdf**  
85K
-  **RFQ\_-\_Supplies\_for\_Exhibit\_Panels\_and\_Backdrops\_and\_Tarpaulin.pdf**  
52K



Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph>

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## Request for Quotation - DFA Exhibit Project

1 message

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>  
To: "benjas041174@gmail.com" <benjas041174@gmail.com>

Wed, Nov 9, 2022 at 4:47 PM

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!

--

**Adelijoy C. Manuel, UAP**

**Architect**

*Office of Asset Management and Support Services (OAMSS)*

*Engineering and Maintenance Division (EMD)*

*Department of Foreign Affairs*

*2330 Roxas Boulevard, Pasay City, 1300*




*Tel. no: (02)834-3301*

*Viber: (63)939 570 2403*



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### 3 attachments

-  **BAC 188-22 PhilGEPS Bid Notice.pdf**  
155K
-  **RFQ\_-\_Supplies\_for\_Exhibit\_Panels\_and\_Backdrops\_and\_Tarpaulin.pdf**  
52K
-  **TOR - Exhibit.pdf**  
85K





Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph>

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## Request for Quotation - DFA Exhibit Project

1 message

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>  
To: "manila.majestic@gmail.com" <manila.majestic@gmail.com>

Wed, Nov 9, 2022 at 5:53 PM

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!

--

**Adelijoy C. Manuel, UAP**




**Architect**

*Office of Asset Management and Support Services (OAMSS)  
Engineering and Maintenance Division (EMD)  
Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City, 1300  
Tel. no: (02)834-3301*



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### 3 attachments

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52K
-  **TOR - Exhibit.pdf**  
85K
-  **BAC 188-22 PhilGEPS Bid Notice.pdf**  
155K

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## Request for Quotation - DFA Exhibit Project

1 message

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>

Wed, Nov 9, 2022 at 5:00 PM

To: "mcraprintingservices@gmail.com" <mcraprintingservices@gmail.com>

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!

--

**Adelijoy C. Manuel, UAP**  
**Architect**

*Office of Asset Management and Support Services (OAMSS)  
Engineering and Maintenance Division (EMD)  
Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City, 1300  
Tel. no: (02)834-3301*



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### 3 attachments

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52K
-  **TOR - Exhibit.pdf**  
85K
-  **BAC 188-22 PhilGEPS Bid Notice.pdf**  
155K

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**Request for Quotation - DFA Exhibit Project**

2 messages

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**Adelijoy Manuel** <adelijoy.manuel@dfa.gov.ph>  
To: "msbprintingpress@gmail.com" <msbprintingpress@gmail.com>

Wed, Nov 9, 2022 at 4:54 PM

Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!



--

**Adelijoy C. Manuel, UAP**  
**Architect**  
*Office of Asset Management and Support Services (OAMSS)*  
*Engineering and Maintenance Division (EMD)*  
*Department of Foreign Affairs*  
*2330 Roxas Boulevard, Pasay City, 1300*  
*Tel. no: (02)834-3301*



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**3 attachments**

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155K
-  **RFQ\_-\_Supplies\_for\_Exhibit\_Panels\_and\_Backdrops\_and\_Tarpaulin.pdf**  
52K
-  **TOR - Exhibit.pdf**  
85K

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**mary grace buensuceso** <msbprintingpress@gmail.com>  
To: Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph>

Wed, Nov 9, 2022 at 5:15 PM

On Wed, Nov 9, 2022 at 4:54 PM Adelijoy Manuel <adelijoy.manuel@dfa.gov.ph> wrote:  
Good day!

May we request for a quotation for our exhibit happening on December 16, 2022 at the Department of Foreign Affairs, Pasay City. Please see attached files for your reference.

Let me know if you have any questions or concerns.

Thank you!

Thank you for giving us the opportunity to be of service. Sorry mam but we are not Pilgeps accredited.

[Quoted text hidden]





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9207917  
**Procuring Entity** DEPARTMENT OF FOREIGN AFFAIRS - MAIN  
**Title** Procurement of Printing Services of Exhibit Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BAC 188-22	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Printing Services	<b>Date Published</b>	09/11/2022
<b>Approved Budget for the Contract:</b>	PHP 120,000.00	<b>Last Updated / Time</b>	08/11/2022 22:45 PM
<b>Delivery Period:</b>	14 Day/s	<b>Closing Date / Time</b>	14/11/2022 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Chelsea Jade Bernardo BAC Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-88343088  bac.secretariat@dfa.gov.ph		

#### Description

1 LOT

Procurement of Printing Services of Exhibit Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit

ABC = PhP 120,000.00

For more details of the item/s, kindly download and refer to the attached REQUEST FOR QUOTATION and PURCHASE REQUEST and TERMS OF REFERENCE in the Associated Components of this posting. Please submit the Request for Quotation with acknowledgement and ensure to fill-in the required information (if any). QUOTATION MUST BE SUBMITTED IN THE COMPANY'S OFFICIAL LETTERHEAD PAPER. If not, your quotation will not be considered for evaluation.

FOR QUESTIONS, PLEASE CALL THE END-USER REPRESENTATIVE c/o Ms. Adeljoy C. Manuel at telephone number 8834-3301. Inquiries may also be sent to the EMAIL ADDRESS: adeljoy.manuel@dfa.gov.ph cc: oamss.orpcmd@dfa.gov.ph.

Interested suppliers, preferably PhilGEPS registered, must submit or send-in their quotations to the BAC SECRETARIAT EMAIL ADDRESS: bac.secretariat@dfa.gov.ph, ASAP. For a more efficient tracking of quotations, kindly follow this format for the email subject: "(Solicitation Number) - Submission of Quotation for (Name of Project)."

Additional documentary requirements (i.e. copies of PhilGEPS registration, 2022 Mayor's Permit, current ITR,

notarized Omnibus Sworn Statement) may be requested from the winning supplier.

Submitting multiple or alternative quotations is NOT allowed.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printing Services	Procurement of Printing Services of Exhibit Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit	1	Lot	120,000.00

**Other Information**

The Associated Components of this notice may also be downloaded from the official website of the Department of Foreign Affairs: <https://dfa.gov.ph/ongoing-projects>

**Created by** Chelsea Jade Bernardo

**Date Created** 08/11/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

**AGRASADA ADVERTISING SERVICES**

1964 Leveriza St., Pasay  
 Tel. No.: 8-9834153  
 Mobile: 09956578160(Globe) / 09239047613(Sun)  
 email agrasadaadvertising@gmail.com

**QUOTATION & AGREEMENT**


11/10/2022

**DFA**

We are pleased to submit this formal quotation for the following terms and conditions.  
 Thank you for this opportunity to serve you.

V.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<b>Printed Materials</b>	
	<b>Exhibit Panels</b> Size: 0.9m x 1.5m Material: Sintra board, matte finish Quantity: 30 pcs.	59,000.00
	<b>Title Panel</b> Size: 1.2m x 1.5m Material: Sintra board, matte finish Quantity: 1 pc.	4,000.00
	<b>Exhibit Backdrop (w/ installation)</b> Size: 5m x 2.5m Material: Sintra board, matte finish Quantity: 1 pc.	17,500.00
	<b>Book Launch Backdrops</b> Size: 5m x 4m	9,340.00
	Material: Tarpaulin Quantity: 2 pcs.	9,000.00
	<b>Adhesive Materials</b>	
	Contact Cement (for Exhibit Backdrop) Quantity: 1 gallon	
	40mm Mounting Tape, heavy duty (for Exhibit Panels) Quantity: 7 rolls	4,000.00
	<b>Lighting and Electrical Wires</b>	
	Black Track/Spot Light 5W, 230V, Warm White Quantity: 34 pcs	13,000.00
	Royal Cord #16 2/C Quantity: 1 box (75m)	3,000.00
VI.	<b>DELIVERY PERIOD</b> The project shall be delivered within 14 days or two weeks.	
X.	<b>SCHEDULE OF WORKS</b> The Contract will be implemented upon the issuance of the Notice to Proceed. The duration of the contract is 14 days or two weeks from the start of the implementation.	
<b>TOTAL AMOUNT</b>		<b>P118,840.00</b>
Terms: 50% Down Payment 50% upon completion Tin No.: 191-653-239 Duration : 14 working days)		

CONFIRMED AND ACCEPTED

By:   
 APELI MANUEL  
 SIGNATURE  
 RECEIVED: 11/10/22  
 11-10-22  
 DATE

By:   
 Joel G. Agrasada  
 GENERAL MANAGER



**Republic of the Philippines**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
 2330 Roxas Boulevard, Pasay City

**TECHNICAL SPECIFICATIONS FOR THE  
 SUPPLIES FOR EXHIBIT PANELS AND BACKDROPS AND TARPAULIN FOR  
 THE STOREYS OF DIPLOMACY 2 BOOK LAUNCH**

ITEM	PARTICULARS	
I.	<b>BACKGROUND</b>	
	The Office of Asset Management and Support Services (OAMSS) will be launching an exhibit featuring assets and properties of the Department of Foreign Affairs locally and abroad this December 16, 2022. The exhibit will be located at the main lobby of the DFA Main Building in Pasay City.	
II.	<b>OBJECTIVE</b>	
	The Department is in need of a reputable printing company that will provide reliable and efficient work with the deployment of printed materials, lighting equipment, and supervision. The project aims to: <ol style="list-style-type: none"> <li>1. Provide printed materials for the exhibit;</li> <li>2. Provide proper lighting for the exhibit panels;</li> <li>3. Supervise the mounting of boards.</li> </ol>	
III.	<b>GENERAL DESCRIPTION</b>	
	The project shall cover all printed materials, adhesives, lighting fixtures and wiring, and supervision of the installation for the OAMSS Exhibit.	
IV.	<b>PROJECT LOCATION</b>	
	Department of Foreign Affairs Main Building, 2330 Roxas Boulevard, Pasay City	
V.	<b>TECHNICAL SPECIFICATIONS</b>	<b>STATEMENT OF COMPLIANCE</b>
	<b>Printed Materials</b>	
	<b>Exhibit Panels</b> Size: 0.9m x 1.5m Material: Sintra board, matte finish Quantity: 30 pcs.	Comply
	<b>Title Panel</b> Size: 1.2m x 1.5m Material: Sintra board, matte finish Quantity: 1 pc.	Comply
	<b>Exhibit Backdrop (w/ installation)</b> Size: 5m x 2.5m Material: Sintra board, matte finish Quantity: 1 pc.	Comply
	<b>Book Launch Backdrops</b> Size: 5m x 4m	Comply

	Material: Tarpaulin Quantity: 2 pcs.	
	<b>Adhesive Materials</b>	
	Contact Cement (for Exhibit Backdrop) Quantity: 1 gallon	Comply
	40mm Mounting Tape, heavy duty (for Exhibit Panels) Quantity: 7 rolls	Comply
	<b>Lighting and Electrical Wires</b>	
	Black Track/Spot Light 5W, 230V, Warm White Quantity: 34 pcs	Comply
	Royal Cord #16 2/C Quantity: 1 box (75m)	Comply
VI.	<b>DELIVERY PERIOD</b> The project shall be delivered within 14 days or two weeks.	Comply
X.	<b>SCHEDULE OF WORKS</b> The Contract will be implemented upon the issuance of the Notice to Proceed. The duration of the contract is 14 days or two weeks from the start of the implementation.	Comply
XI.	<b>TERMS OF PAYMENT</b>  The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).  All payments shall be inclusive of all applicable taxes and other lawful charges.	Comply

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii).

Conformê:

JOEL G. GRASADA  
GENERAL MANAGER



18 NOV 2022

11-13722

AQ CONTROL NO. & DATE  
(To be stamped by OAMSS-PPMD)  
PR No. \_\_\_\_\_  
Date \_\_\_\_\_

DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

**ABSTRACT OF QUOTATIONS**

Mode of Procurement: [ ] Lease of Real Estate/Venue [ x ] Small Value Procurement [ ] Shopping  
Project Name: Procurement of Printing Services of Exhibit Panels, Backdrops, and Tarpaulins for the Book Launch Exhibit  
Requesting End-Users: OAMSS-ORPCMD  
Approved Budget for Contract: Php 120,000.00

Assessment Criteria	BIDDER'S NAME					
	Agrasada Advertising Services	Arlechino Concepts Inc.	Benjas Printing Services	MSB Printing Press	MCRA Printing Services	Majestic Graphic and Printing Corporation
Total Quoted Price	PHP 118,840.00	N/A	N/A	N/A	N/A	N/A
Within the ABC	Yes	N/A	N/A	N/A	N/A	N/A
Technical Specifications	Compliant	N/A	N/A	N/A	N/A	N/A
Overall Assessment	Pass	Fail	Fail	Fail	Fail	Fail
Remarks	Compliant to the Technical Specification and Quoted price is below ABC	No Quotation Received	No Quotation Received	Not PhilGEPS registered	No Quotation Received	No Quotation Received

Prepared By: Ar. Adeljoy Manuel  
Project Architect, OAMSS-EMD

Reviewed By: Engr. Audie Murphy R. Taragua  
FSSO IV, OAMSS-EMD

Noted By: Kerwin Orville Q. Tate  
Executive Director, OAMSS-EMD



**OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES  
PROPERTY, AND SUPPORT SERVICES DIVISION**

**CERTIFICATION**

This is to certify that item(s) listed per Abstract of Quotation No. 11-137-22 dated 18 Nov 2022 attached hereto is/are not included in Procurement Service price list.

This certification is issued for accounting and auditing purposes.

  
VIOLAFLO R. ENERLAN-ANCHETA  
Acting Director - OAMSS-PSSD 

**DEPARTMENT OF FOREIGN AFFAIRS**  
**Property and Support Services Division**

MEMO TO : Financial Resources Management Division



SUBJECT : Request for Price Verification

DATE : 18 November 2022

With reference to the above subject/communication/documents, hereto attached would be appreciated if:

- Verification of Price
- Comments/Recommendation
- Appropriate Action
- Approval

Could be effected.

  
VIOLAFLOR R. ENERLAN-ANCHETA  
Acting Director-OAMSS-PSSD 

OFFICE OF FINANCIAL MANAGEMENT SERVICES  
FINANCIAL RESOURCES MANAGEMENT DIVISION

MEMORANDUM: The Director, OAMSS-PPMD  
SUBJECT : Price Verification A.Q. No. 11-137-22 dated 18 November 2022

Per your request, we verified the prices quoted by various suppliers in the attached A.Q. No. 11-137-22 dated 18 November 2022 for Procurement of Printing Services of exhibit panels, backdrops, and Tarpaulins for the Book launch exhibit as requested by Office of Asset Management and Support Services (OAMSS) – ORPCMD and found the price quoted by **AGRASADA ADVERTISING SERVICES** reasonable based on the price quotations submitted by various bidders.

For your guidance,

  
for: FERNETTE A. UBANOS  
Acting Director

18 November 2022



View Red Registration

Back

My Contact Details

Salutation	Mr	First Name	Joel
Middle Name	Gapoy	Last Name	Agrasada
Gender	Male	Position	Owner
Landline Area Code	02	Landline Number	85832782
Landline Extension Number		Fax Number	
Fax Area Code		Mobile Number	09239047613
Fax Extension Number			
Country Code	63		
Email Address	agrasadaadvertising@gmail.com		

Organization Details

Organization Id	140592	Registration Date	13-Sep-2017 08:26 PM
Registration Status	active	Form Of Organization	Single Proprietorship
Organization Name	AGRASADA ADVERTISING SERVICES	Organization Type	Services
Business Category	Advertising	Capitalization	₱ 1,000,000.00
Location	local		
Business Tax Identification Number	191653239000		

Single Proprietorship Details

DTI Certificate Number	1601868	DTI Registration Date	20-Feb-2020
Expiration Date	20-Feb-2025	DTI Business Scope	national
Signatory	JOEL GAPOY AGRASADA		

Local Organization Address

Country Name	Philippines	Region	NCR
Province	Metro Manila	City/Municipality	Pasay City
Street Address	1964 LEVERIZA STREET	Zip Code	1300

Bank Account Details

Bank Name	PSBank	Branch Code	
Bank Branch	PASAY LIBERTAD BRANCH	Account Name	JOEL AGRASADA AGRASADA ADVERTISING SERVICES
Account Number	005100003681		

Uploaded Supporting Document

Uploaded Supporting Document	1583742209_BUSINESS PERMIT copy.jpg
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Status

Status	Red Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

Print



REPUBLIC OF THE PHILIPPINES  
**CITY OF PASAY**  
 METRO MANILA  
 OFFICE OF THE MAYOR



**BUSINESS PERMITS AND LICENSING OFFICE**  
**PERMIT TO OPERATE 2022**



( DISPLAY IN PLAIN VIEW )

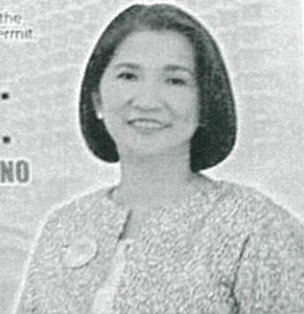
Status Renewal	Business Account no 19-057094	Date of Issuance January 20, 2022	Date of Expiration December 31, 2022
Official Receipt 7714167	O.P. Date January 18, 2022	Amount Paid 15,153.00	
TAXPAYER'S NAME AGRASADA, JOEL G.			
BUSINESS NAME AGRASADA ADVERTISING SERVICES-BR			
NATURE OF BUSINESS ADVERTISING SERVICES			
ADDRESS HOUSE NO. 1954, LEVERIZA ST., ST., BARANGAY 035, PASAY CITY METRO MANILA			

Failure to comply with the terms and conditions written at the back hereof shall cause the immediate revocation of this permit. Any erasure and/or alteration will invalidate this permit.

**SUBJECT TO INSPECTION**  
 Recommending Approval:

**MICHELLA VERA-PARDO**  
 OIC-Business Permits and Licensing Office

By the Authority of the City Mayor  
**HON. IMELDA "EMI" CALIXTO-RUBIANO**



PERMIT NO.

03976

7714167



*This certifies that*

**AGRASADA ADVERTISING SERVICES**  
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.  
This certificate issued to

**JOEL GAPOY AGRASADA**

is valid from 20 February 2020 to 20 February 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

  
**RAMON M. LOPEZ**  
Secretary

**Business Name No. 1601868**

and issue the same on 20 February 2020 in the Philippines.  
This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



JOCS715210794997



**REPUBLIKA NG PILIPINAS**  
**KAGAWARAN NG PANANALAPI**  
**KAWANIHAN NG RENTAS INTERNAS**  
**REVENUE REGION NO. 08B**  
**REVENUE DISTRICT NO. 051**

**BIR** **2303**  
**Form No.**  
**Revised July 1997**

**OCN** **9RC0000962091**

**CERTIFICATE OF REGISTRATION**

<b>TIN</b> 191-653-239-000	<b>NAME</b> AGRASADA, JOEL GAPOY	<b>REGISTRATION DATE</b> 03/28/2005
<b>REGISTERED ADDRESS</b> 1964 LEVERIZA ST. BARANGAY 35 NCR, FOURTH DISTRICT PASAY CITY 1300		
<b>REGISTERED ACTIVITY(IES)</b>		
<b>TAX TYPE</b> VALUE - ADDED TAX WITHHOLDING TAX - EXPANDED/OTH INCOME TAX	<b>WITHHOLDING TAX - COMPENSATION</b> <b>REGISTRATION FEE</b>	
<b>TRADE NAME</b> AGRASADA ADVERTISING SERVICES	<b>LINE OF BUSINESS / INDUSTRY</b> 7290 OTHER COMPUTER RELATED ACTIVITIES 7430 ADVERTISING	

**I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS**  
**INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL**  
**REVENUE CODE, AS AMENDED.**

**RENATO J. MINA**

REVENUE DISTRICT OFFICER (signature over printed name)

**MANUELITO P. DEL ROSARIO**  
 Asst. Revenue District Officer



**FEB 21 2020**

**THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS**





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

09 November 2022

**REQUEST FOR QUOTATION**

Sir/Madam:

The Overseas and Regional Properties and Contract Management Division of the Office of Asset Management and Support Services (ORPCMD-OAMSS) wishes to request a quotation from your company for the supply of materials stated on the attached Terms of Reference to be used for the Storeys of Diplomacy 2 Book Launch and Exhibit.

Kindly submit your quotation, in accordance with the attached Terms of Reference. OAMSS accepts open quotations submitted directly, through email to the email addresses given below, subject to the following terms and conditions:

1. Respondents shall provide correct and accurate information required in this form (in company letterhead);
2. Price quotation shall be denominated in Philippine Pesos and shall include all taxes, duties, and/ or other lawful charges; and
3. Respondents shall comply with the Terms of Reference attached to this Request.

For more details, your office may wish to coordinate with Ms. Adelijoy C. Manuel at telephone number 8834-3301 . We appreciate receiving the quotation at [adelijoy.manuel@dfa.gov.ph](mailto:adelijoy.manuel@dfa.gov.ph) cc: [oamss.orpcmd@dfa.gov.ph](mailto:oamss.orpcmd@dfa.gov.ph) on or before 14 November 2022, 12:00 noon.

Very truly yours,



**MARIA PAZ G. CORTES**  
Director, OAMSS-ORPCMD

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY **CITY OF MANILA** S.S.

**AFFIDAVIT**

I, **JOEL G. AGRASADA**, of legal age, **MARRIED, FILIPINO**, and residing at **1964 LEVERIZA ST., BARANGAY 35, PASAY CITY**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **AGRASADA ADVERTISING SERVICES** with office address at **1964 LEVERIZA ST., BARANGAY 35, PASAY CITY**;
2. I have full power and authority to do, execute and perform any and all acts necessary to represent it in the *Small Value Procurements* of the Department of Foreign Affairs for the C.Y. 2022;
3. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **AGRASADA ADVERTISING SERVICES** in the Department's *Small Value Procurements*.
4. **AGRASADA ADVERTISING SERVICES** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
5. Each of the documents submitted in satisfaction of the requirements for *Small Value Procurement* is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
6. **AGRASADA ADVERTISING SERVICES** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
7. None of the officers, directors, and controlling stockholders of **AGRASADA ADVERTISING SERVICES** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
8. **AGRASADA ADVERTISING SERVICES** complies with existing labor laws and standards; and
9. **AGRASADA ADVERTISING SERVICES** is aware of and has undertaken the following responsibilities:
  - a) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - b) Made an estimate of the facilities available and needed for the contract, if any;



10. **AGRASADA ADVERTISING SERVICES** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. **AGRASADA ADVERTISING SERVICES** can be reached through contact number 0923-904-7613/ (02) 9834153.

29 NOV 2022

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at CITY OF MANILA, Philippines.

  
**JOEL G. AGRASADA**

Authorized Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this 29 NOV 2022 day of \_\_\_\_\_, 20\_\_ at

CITY OF MANILA, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her \_\_\_\_\_, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

(Notary Public)

(Address)

IBP No. \_\_\_\_\_


P.T.R. No. \_\_\_\_\_

S.C. Roll of Attorney No. \_\_\_\_\_

MCLE Compliance Certificate \_\_\_\_\_

(Contact No.) \_\_\_\_\_

Doc. No. 290;  
Page No. 16;  
Book No. XI;  
Series of 2022;

  
**ATTY. HENRY D. ADASA**  
NOTARY PUBLIC CITY OF MANILA  
NOTARIAL COMMISSION 2020-097 / 12/11/22 MLA  
PTR NO. 000017 11/03/2022 MLA  
ROLL NO. 237001 11-03-2020  
IBP NO. 178338 01/01/2022 PASIG  
MCLE COMPL. NO. 401 100 155 6/26/219  
VALID UNTIL 2025  
URBAN DECA HOMES MLA B-2, UNIT 355, TONDO MLA