

REQUEST FOR QUOTATION

Date: 14 APRIL 2023

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.

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 no later than 18 APRIL 2023, 12:00PM subject to the Terms and Conditions provided.

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. Mark Santos at telephone no. 834-4000 local 4514/4438 or email address at hrmo.bwd@dfa.gov.ph, and hrmo.travel@dfa.gov.ph.

Thank you.


GREG MARIE C. MARINO
Director
Benefits and Welfare Division
Human Resources Management Office

TERMS AND CONDITION

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/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 200,000.00, inclusive of all fees and taxes.**
4. Compliance with the requirements is requested for the Department to consider your offer.
5. 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, AND OTHER SUPPLIES

APPROVED BUDGET FOR CONTRACT: P 200,000.00

I	BACKGROUND The Human Resources Management Office (HRMO) intends to procure supplies for learning and maternity kits and other supplies needed by Day Care.		
II	OBJECTIVE to procure Learning Kits an Maternity Kits as support to the learning of the Day Care Children and new Mothers of the Department for C.Y. 2023.		
III	Technical Specifications The supplier shall deliver the following supplies and materials:	STATEMENT OF COMPLIANCE	
	ITEMS	Unit	Quantity
	Daycare Learning Kits		
	1 box pencil with eraser 12's		
	6 pcs permanent marker		
	2 pcs colored marker		
	2 packs assorted color paper		
	3 pcs whiteboard marker		
	4 pcs kid's scissors		
	3 boxes colored pencils 12's		
	2 boxes crayon 16's		
	1 pc small whiteboard		
	2 sets small whiteboard markers 8 colors with built in eraser		
	1 pc ballpoint pen (black)		
	1 pc ballpoint pen (red)		
	2 pcs clear/transparent tape (24mmx30mm)		
	1 box fastener plastic		
	1 box paperclip 33mm		
	2 pcs glue stick for kids		
	1 set acrylic paint 12's		
	2 pcs watercolor 12 colors		

1 pack popsicle sticks colored 50 pcs	set	25		
2 pcs clay, 10's				
3 pcs eraser set				
2 pcs sharpener for kids				
1 pc coloring set for kids 24 different colors				
2 pcs ruler for kids				
2 pcs double sided tape 24mm x 5m				
1 pc sticker paper A4 glossy				
1 roll packaging tape 48mm x 30m				
1 pack pompoms 100 pcs mixed color				
2 pcs glue bottle				
1 pack paper plates				
1 pack illustration board ¼ 6 pcs				
1 pack short folder 50's				
1 pack long folder 50's				
1 pcs read and master phonics flash cards				
3 packs drawing book 20 sheets				
2 pcs blank canvas 8'x10' white blank art board				
1 set writing book				
1 pc book: Ang Alphetong Filipino				
1 pc coloring books for kids: Animals				
1 pc coloring book for kids: Opposites				
1 pc coloring book for kids: Alphabets				
1 pc coloring book for kids: Words				
1 pc coloring book for kids: Colors				
1 pc coloring book for kids: Numbers and Shapes				
6 pcs box for packaging W32.5 X L29.9 X H6.4CM (for containing the learning kit)				
Maternity Kits				
1 pack Diaper, 40 pcs x 1 pack (40 pcs) - Tape Diapers				
1 Pain Reliever Balm, 40g				
1 massage oil, 100ml (Lavender, Peppermint and Eucalyptus)				

1 pack maternity pads Non-Wing x8 Pads		
1 set wet wipes, (10 packs set), Organic Baby Wipes assorted 80 pcs per pack Wipe		
1 baby bath soap, 1000ml		
1 hygiene kit set, (Clear Pouch with Michro Fiber Backing, *ALcohol 75%, 70ml, *3-ply surgical facemask, 3pcs, *Tissue Paper, *Handbash Soap)		
1 box pre-natal vitamins (prenatal multivitamins 30capsules)		
1 box post-natal vitamins, (30capsules))	SET	30
1 box multi-vitamins, 100 Capsules		
1 hand sanitizer, with Aloe Vera and Vitamin E 60ml		
1 baby care grooming kit, (bag, Nose Cleaner With Cover, Finger Design With Toothbrush, Soft Hair Brush, Thermometer, Nail Clipper With Cover, Cleaning Clip With Cover, Round Head Scissors, Round Head Hair Comb, Measuring Dropping Device, Nail Polish)		
1 pack facial cotton pads, (100% pure cotton 80s multi purpose)		
1 pack sanitary napkins, (with Wings (32 pads)		
1 oral travel kit, (Travel Kit Toothbrush With Toothpaste)		
1 box to contain maternity kit		
other supplies needed by DayCare Center		
Rechargeable Automatic Liquid Dispenser for Alcohol Wall Mounted w/Box	pc	5
Dishwashing Liquid Bottle 240ml 3's per set with Antibac	set	10
Wall Mounted Soap Dispenser Hand Wash Liquid Pump 500 ml	pc	4

Get Ahead Workbook for Kindergarten Updated English and Math	pc	2
Teacher's Workbook for Preschoolers and Kindergarten, 90 pages	pc	2
Teacher's Workbook for Preschoolers, 112 pages	pc	2
XXXXXXXXXXXX		
<p>* The goods must be brand-new and of a reputable/well-known brand.</p> <p>For clarification of the item kindly email: hrmo.familyaffairs@gmail.com</p>		

IV. SUPPLIER RESPONSIBILITIES:

- * The Supplier must Deliver the above items by 2 weeks from receiving Notice to Proceed
- * 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

- * They provider must have the capability, resources and experience in partnering with private/government corporation (The provider must submit a company profile as a basis)
- * The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.

VI. PAYMENT TERMS: Send-Bill Arrangement

COMPANY NAME / SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: