



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

HUMAN RESOURCES MANAGEMENT OFFICE

18 April 2023

Dear Sir/Madame,

The Human Resources Management Office (HRMO) plans **to procure three hundred (300) pieces of A4-sized wooden frames** to be used for the conferment of awards and recognition to the employees of the Department of Foreign Affairs (DFA) during the 125th Founding Anniversary on Friday, 21 July 2023.

In this regard, 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, on or before **24 April 2023, 12:00 NN**.

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

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

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

MERSOLE J. MELLEJOR
Executive Director

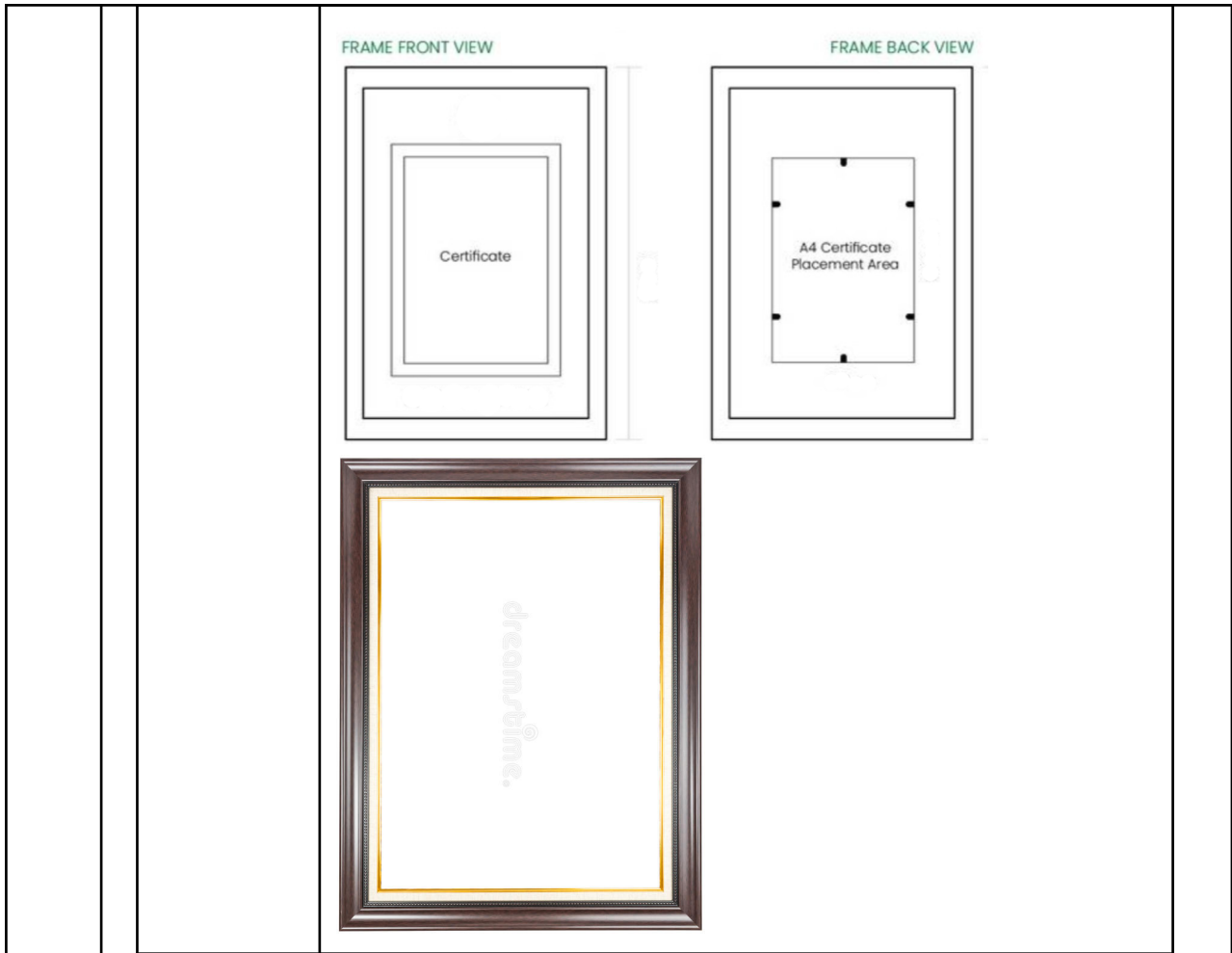
HR-P-3885-2023

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in the technical specifications of this project.
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 (ABC) is Php 150,000.00** inclusive of taxes, delivery, and other fees.
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.

**Technical Specifications
Procurement of Black Wooden Frames
with Stand, Hook and Individual Box**

I.	<p>BACKGROUND</p> <p>The Department of Foreign Affairs (DFA) will confer awards and recognition to its employees for their exemplary performance of their duties.</p>				
II.	<p>OBJECTIVE</p> <p>The frames will be used for the conferment of citations to DFA personnel at the 125th DFA Founding Day tentatively scheduled on Friday, 21 July 2023. The Approved Budget for the Contract (ABC) is One Hundred Fifty Thousand (Php 150,000.00) only.</p>				
III.	<p>SCOPE OF WORK</p> <p>The Contractor shall supply three hundred (300) pieces of black wooden frames with gold matting, a stand, hook and individual boxes.</p>				
IV.	<p>TECHNICAL SPECIFICATIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Quantity</th> <th>Item/Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">300 pieces</td> <td> <p>Black Wood Frames for A4-sized Certificates with gold matting, a stand, hook, and individual boxes Material: Wood frames painted black (sides); carton/cardboard for the individual boxes; wood/sturdy cardboard with hook and stand (back); and high definition glass cover Color: Black matte-finish with gold stamp line Shape: Rectangle Size: Fits A4-size paper Type: Provision for both wall-mounting and table-top with corrugated box</p> <p>Sample photos:</p> </td> </tr> </tbody> </table>	Quantity	Item/Description	300 pieces	<p>Black Wood Frames for A4-sized Certificates with gold matting, a stand, hook, and individual boxes Material: Wood frames painted black (sides); carton/cardboard for the individual boxes; wood/sturdy cardboard with hook and stand (back); and high definition glass cover Color: Black matte-finish with gold stamp line Shape: Rectangle Size: Fits A4-size paper Type: Provision for both wall-mounting and table-top with corrugated box</p> <p>Sample photos:</p>
Quantity	Item/Description				
300 pieces	<p>Black Wood Frames for A4-sized Certificates with gold matting, a stand, hook, and individual boxes Material: Wood frames painted black (sides); carton/cardboard for the individual boxes; wood/sturdy cardboard with hook and stand (back); and high definition glass cover Color: Black matte-finish with gold stamp line Shape: Rectangle Size: Fits A4-size paper Type: Provision for both wall-mounting and table-top with corrugated box</p> <p>Sample photos:</p>				



V. CONTRACTOR'S OBLIGATIONS

- The Contractor shall ensure that the design of the black wooden frames with gold matting, a stand, hook and individual boxes shall conform with the preferred design of the DFA.
- The Contractor shall present a sample of the frame within three (3) days upon the issuance of the Notice to Proceed.
- The Contractor shall submit all the documentary requirements to facilitate the payment for the procured goods.

VI. CONTRACTOR'S QUALIFICATIONS

The Contractor warrants that it meets the following minimum qualifications:

- (1) PhilGEPS registered and valid Business Permit/Mayor's permit; and
- (2) Must have at least three (3) years of continuous business operations (in producing frames).

VII.	DELIVERY The complete delivery of the black wooden frames with gold matting, a stand, hook and individual boxes shall be within fifteen (15) calendar days from the receipt of the approved Purchase/Job Order (P.O. / J.O.).
VIII.	PAYMENT <ol style="list-style-type: none"><li data-bbox="339 488 1070 521">1. Send-bill arrangement under government terms.<li data-bbox="339 555 1441 779">2. Payment shall be made within sixty (60) working days upon the Contractor's submission of the delivery receipt, sales invoice, provisional receipt and other supporting documents, and audited by Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).<li data-bbox="339 813 1441 891">3. All payments shall be inclusive of all applicable taxes and other lawful charges.