



## REQUEST FOR QUOTATION (RFQ)

15 June 2023

Dear Sir/Madame:

Greetings!

The Office of Protocol of the Department of Foreign Affairs kindly request your good office to submit a quotation for the printing of DFA- Protocol Handbook. Kindly refer to the following specification, terms and conditions:

1. Budget: Php 70,000.00
2. Required Number of Copies: 200 booklets
3. Specifications:

Description	: Handbook
Paper	: Paper 70, C2S 180
Colors	: Full color, one color
Spread size	: 8.25" x 11.75"
Folded size	: 8.25" x 5.875"
Inside pages	: 123
Cover pages	: 4
Process	: Offset
Binding	: Perfect Binding
Lamination	: Matt cover
4. Items shall be delivered to DFA on or before 30 June 2023 at DFA- Office of Protocol
5. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
6. Bidders should accept a **send-bill payment arrangement**.
7. Authorized Signatory: **Francisco Noel R. Fernandez III**  
Assistant Secretary  
Office of Protocol
8. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984: Latest Business/Mayor's Permit, Copy of PHILGEPS Certificate of Membership and Latest Income Tax Return.

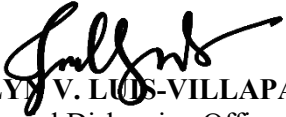
The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **19 June 2023, 1200H**.

For further information, feel free to call us at (02) 8834-4000 local 4009 or 09190949150.

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,

  
**JEDDALYN V. LUIS-VILLAPANDO**  
Special Disbursing Officer  
Office of Protocol