



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

20 June 2023

The Manager

Sir/Madam:

The Office of the Department of Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure the following items:

ITEMS	UNIT	QUANTITY
Conference chairs	pc	11
Executive Chair	pc	1
Executive Table w/ drawer	pc	2

Please submit a signed quotation with **photos of the items** and indicate your acceptance of the attached technical specifications for the above-mentioned procurement. The Department accepts open quotations submitted directly, through email at the address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Seven Thousand pesos only (PhP 107,000.00).

Should you require further clarification, please contact Mr. Joel Ramirez at mobile no. 09498199214 (viber) or send an email to joel.ramirez@dfa.gov.ph.

Very truly yours,

ADRIAN BERNIE C. CANDOLADA
Assistant Secretary

Deadline of the submission of quotations is on 23 June 2023, 12:00NN.

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form (in company letterhead).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Payment will only be effected upon strict compliance with the government prescribed accounting and auditing requirements.
- Bidders shall comply with the technical specifications attached to the Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

TERMS OF REFERENCE

ITEMS	QUANTITY	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
Conference Chair	11 pcs	<ul style="list-style-type: none">- Mesh black- w/ lumbar support- In fixed polypropylene t-arm- In gaslift and tilting mechanism- In nylon base casters- 61x62x110-122cm	Php 107,000.00
Executive Chair	1 pc	<ul style="list-style-type: none">- Leatherette black color- With chrome base- With arm rest and highback- In gaslift and tilting mechanism- Adjustable seat height- 64x73x107-117cm	
Executive table	2 pcs	<ul style="list-style-type: none">- L-shaped type- w/ movable side table- w/ drawers- materials: wood/- color brown or mocha- main table: 160x80x75- side table: 80x40x75	
<ul style="list-style-type: none">- The following supporting documents may be submitted:<ol style="list-style-type: none">1. Copy of current Mayor's Permit (If in process, copy of application form & receipt, as well as previous year's Mayo's Permit; for individuals, only the BIR Certificate of Registration in lieu of Mayor's Permit;2. Valid PhillGEPS Registration number.- The delivery and installation of the office furniture shall be included in the total ABC.- Payment will be effected by strict compliance with the government prescribed accounting and auditing requirements.			