



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary  
DEPARTMENT LEGISLATIVE LIAISON UNIT

03 July 2023

**The Manager**

Sir/Madam:

The Office of the Department of Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure various office equipment (Coffee Maker, Refrigerator, Air Purifier, and Air Cooler) for the use of DLLU Personnel.

Please submit a signed quotation 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 Seventy Five Thousand pesos only (PhP 75,000.00).

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](mailto:joel.ramirez@dfa.gov.ph).

Very truly yours,

A handwritten signature in black ink, appearing to read "Bernie C. Candolada".

**ADRIAN BERNIE C. CANDOLADA**  
Assistant Secretary

Deadline of the submission of quotations is on 06 July 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.



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**TERMS OF REFERENCE**

ITEMS	QUANTITY	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
Coffee Maker	1 pc	- 10 to 12 cups capacity	Php 75,000.00
Refrigerator	1 pc	- 9.5 cu or up, non frost, inverter, 2 door, color black	
Air Purifier	2 pcs	- 25,000 high density plasmacluster ion generator w/ Micron-mesh prefilter - HAZE mode and sleep mode. Filter replacement indicator - 3-steps filtration: new pre-filter, deodorizing, electrostatic HEPA filter	
Air Cooler	2 pcs	- Ave coverage 150sqm - 2-in-1 function (fan and air cooler) - Detachable cooling pad and dust proof filter - Removable water tank - Wind modes	
<ul style="list-style-type: none"><li>- The following supporting documents may be submitted:<ol style="list-style-type: none"><li>1. Copy of current Mayor's Permit (If in process, copy of application form &amp; receipt, as well as previous year's Mayo's Permit; for individuals, only the BIR Certificate of Registration in lieu of Mayor's Permit;</li><li>2. Valid PhillGEPS Registration number.</li></ol></li><li>- The delivery, warranty, VAT, and other charges shall be included in the total ABC.</li><li>- Payment will be effected by strict compliance with the government prescribed accounting and auditing requirements.</li></ul>			