

## REQUEST FOR QUOTATION

Date: 13 July 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure One Hundred Thirty (130) sets of Survival Kit which will be distributed to its personnel and Ten (10) sets of First Aid Kit to be distributed to Daycare Center, Clinics, and Divisions of HRMO.

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 Law.

Please quote your best offer, subject to the terms and Conditions provided in the attached Procurement Request (PR). You may submit your quotation duly signed by you or your authorized representative not later than 18 July 2023, 12:00nn

Open quotations may be submitted through email at 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 or Ms. Helen Guevarra with telephone no. 8834-4000 local 3116 / 4421 or email at [mark.santos@dfa.gov.ph](mailto:mark.santos@dfa.gov.ph). [helen.guevarra@dfa.gov.ph](mailto:helen.guevarra@dfa.gov.ph).

  
CHRISTOPHER B. MONTERO  
Assistant Secretary  
Human Resources Management Office



### TERMS AND REFERENCE

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. The approval Budget for the Contract is Php 250,000.00 inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.

**TERMS OF REFERENCE**

<p>I.</p>	<p><b><u>Background and Objective:</u></b></p> <p>The Human Resources Management Office (HRMO) is in need for immediate procurement of First Aid and Survival Kits for the official use of HRMO Personnel.</p> <p>This First Aid and Survival Kits is essential for HRMO personnel in case of emergency..</p>	
<p>II.</p>	<p><b><u>Scope of Service:</u></b></p> <p>a) The Supplier shall supply the following:</p> <ul style="list-style-type: none"> <li>" - One Hundred Thirty (130) sets of Go Grab Bag which includes the following survival kits</li> <li>" - Ten (10) First Aid Kits</li> </ul> <p>b) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p> <p>c) the Supplier shall submits the following:</p> <ul style="list-style-type: none"> <li>- PhilGEPS registration</li> <li>- Mayor's/Business Permit</li> <li>- Latest ITR</li> </ul>	
<p>III</p>	<p><b><u>Technical Specification:</u></b></p>	<p><b>Statement of Compliance</b></p>
<p><b>130 sets of Go Grab Bag which includes</b></p>		
<ul style="list-style-type: none"> <li>● Bag Embroidered DFA Logo, Color: Orange, (enough to put all the survival kit items)</li> <li>● Alcohol (70%) atleast 60ml</li> <li>● Band Aid, 1 pack (100pcs)</li> <li>● burn ointment</li> <li>● instant ice pack</li> <li>● povidone-iodine (15ml)</li> <li>● Moist Towelettes / Wet wipes, 1 pack, 80 sheets</li> <li>● Cotton Buds, 1 pack (atleast 100 tips)</li> <li>● Aspirin/Paracetamol, 10 tabs</li> <li>● Thermal Blanket</li> </ul>		

	<ul style="list-style-type: none"> <li>● Whistle</li> <li>● matches, 1pack</li> <li>● compass</li> <li>● small flashlight</li> </ul>	
	<b>10 sets of First Aid Kit which includes</b>	
	<ul style="list-style-type: none"> <li>● Hard Case (enough to put all the first aid kit items)</li> <li>● Blanket, 130x210cm</li> <li>● instant ice pack, 100g</li> <li>● Bandage, 7.5x4.5cm, 1 roll</li> <li>● Cleansing wipe Pad, 12*20cm, 4pkts</li> <li>● alcohol pad, 5*5cm, 10pkts</li> <li>● stainless steller card, 5*8cm</li> <li>● Sterile Gauze Pad, 7.5*7.5cm, 2pkts</li> <li>● Triangular Bandage, 136*96*96cm</li> <li>● Band Aids, 10pkts</li> <li>● Hand-pressing Flash Light, small</li> <li>● First aid Guide</li> <li>● tourniquet, 46cm</li> <li>● Stainless steel tweezers</li> <li>● Whistle</li> <li>● First Aid Tape Roll, 1.25*450cm, 1 roll</li> <li>● safety Pin, 2", 10 pcs</li> <li>● Scissor, 9cm</li> </ul>	
IV	<p><b>Warranty:</b></p> <p>Replacement of item/s or parts should there be defects but without fault or misused by the end-user shall be one year. Within the warranty period, any of the machine that malfunction and cannot be repaired within five days shall be immediately replaced with a new unit of similar specifications</p>	

<p>V</p>	<p><b>Terms of Payment</b></p> <p>The Supplier shall be paid within (30) thirty working days upon submission of the sales invoice and other supporting documents as required under government accounting and auditing regulations.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
<p>VI</p>	<p><b>Delivery Term</b></p> <p>the supplier must deliver the items within 30 calendar days from receiving Notice to Proceed.</p>	

**NOTE:**

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

