

## REQUEST FOR QUOTATION

Date: 18 August 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure twenty-five (25) sets of Learning Kits (books).

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 23 August 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 at telephone no. 88334-4000 local 3116 or email at mark.santos@dfa.gov.ph.

Thank you.



**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 id Php 4,950.00 inclusive of all fees and taxes.
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.

## TERMS OF REFERENCE

DFA DAY CARE LEARNING KITS  
(books)

APPROVED BUDGET FOR CONTRACT: P 4,950.00

<b>I</b>	<b>BACKGROUND</b>			
	The Human Resources Management Office (HRMO) intends to procure supplies for learning kits (books) needed by Day Care.			
<b>II</b>	<b>OBJECTIVE</b>			
	To procure Learning Kits to support the learning process of the DFA Day Care Center Enrollees of the Department for C.Y. 2023.			
<b>III</b>	<b>Technical Specifications</b>			<b>STATEMENT OF COMPLIANCE</b>
	The supplier shall deliver the following supplies and materials:			
	<b>ITEMS</b>	<b>Unit</b>	<b>Quantity</b>	
	<b>Daycare Learning Kits (books)</b>			
	1 pc book: Ang Alphetong Filipino			
	1 pc coloring books for kids: Animals			
	1 pc coloring book for kids: Opposites	set	25	
	1 pc coloring book for kids: Alphabets			
	1 pc coloring book for kids: Words			
	1 pc coloring book for kids: Colors			
	1 pc coloring book for kids: Numbers and Shapes			
	<b>other supplies needed by DayCare Center</b>			
	Get Ahead Workbook for Kindergarten Updated English and Math	pc	2	
	Teacher's Workbook for Preschoolers and	pc	2	
	Teacher's Workbook for Preschoolers, 112 pages	pc	2	
	XXXXXXXXXXXX			

\* The goods must be brand-new and of a reputable/well-known brand.

For clarification of the item kindly email: [hrmo.familyaffairs@dfa.gov.ph](mailto:hrmo.familyaffairs@dfa.gov.ph)

**IV. SUPPLIER RESPONSIBILITIES:**

- \* The Supplier must Deliver the above items by 2-3 weeks from receiving Notice to Proceed
- \* The Supplier shall ensure the quality of the items procured. If the consumable items are found to be inferior or pose hazards such as food poisoning or spoilage, the DFA reserves the right to file a complaint against the provider.
- \* The Supplier must Submit PhilGEPS Registration, Latest ITR and Mayor/Business Permit

**V. SUPPLIER QUALIFICATIONS**

- \* The provider must have the capability, resources and experience in partnering with private/government corporation (The provider must submit a company profile as a basis)
- \* The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.

**VI. PAYMENT TERMS:** Send-Bill Arrangement

**COMPANY NAME / SUPPLIER:**

**COMPANY ADDRESS:**

**CONTACT PERSON:**

**CONTACT DETAILS:**



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department HRMO

PR No.:



**07-05523**

Date:

**31 JUL 2023**

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	set	<b>Daycare Learning Kits (books)</b>	25		
		1 pc book: Ang Alhabetong Filipino			
		1 pc coloring books for kids: Animals			
		1 pc coloring book for kids: Opposites			
		1 pc coloring book for kids: Alphabets			
		1 pc coloring book for kids: Words			
		1 pc coloring book for kids: Colors			
		1 pc coloring book for kids: Numbers and Shapes			
		<b>other supplies needed by DayCare Center</b>			
	pc	Ge: Ahead Workbook for Kindergarten Updated English	2		
	pc	Teacher's Workbook for Preschoolers and Kindergarten,	2		
	pc	Teacher's Workbook for Preschoolers, 112 pages	2		
		xxxxxxxxxxxx			
					<b>Php 4,950.00</b>

Purpose: For official use of the Department

Signature	Requested By:	Approved By:
	 <b>GREG MARIE C. MARIÑO</b> Director, BWD-HRMO	 <b>CHRISTOPHER B. MONTERO</b> Assistant Secretary, HRMO
Printed Name:		
Designation:		