

## 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 Maternity Kits.

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 is Php 71,500.00 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.



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department HRMO

PR No.:

**07-05423**

Date:

**31 JUL 2023**

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	SET	Maternity Kits	30		
		1 pack Diaper, 40 pcs x 1 pack (40 pcs) - Tape Diapers			
		1 Pain Reliever Balm, 40g			
		1 massage oil, 100ml (Lavender, Peppermint and			
		1 pack maternity pads Non-Wing x8 Pads			
		1 set wet wipes, (10 packs set), Organic Baby Wipes			
		1 baby bath soap, 1000ml			
		1 hygiene kit set, (Clear Pouch with Michro Fiber			
		1 box pre-natal vitamins (prenatal multivitamins			
		1 box post-natal vitamins, ( 30capsules))			
		1 box multi-vitamins, 100 Capsules			
		1 hand sanitizer, with Aloe Vera and Vitamin E 60ml			
		1 baby care grooming kit,			
		1 pack facial cotton pads, (100% pure cotton 80s multi			
		1 pack sanitary napkins, (with Wings (32 pads))			
		1 oral travel kit, (Travel Kit Toothbrush With Toothpaste)			
		1 box to contain maternity kit			
		xxxxxxxxxxxx			
					<b>Php 71,500.00</b>

Purpose: For official use of the Department

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

# TERMS OF REFERENCE

## DFA DAY CARE MATERNITY KITS

APPROVED BUDGET FOR CONTRACT: P 71.500.00

<b>I</b>	<b>BACKGROUND</b>		
	The Human Resources Management Office (HRMO) intends to procure Maternity Kits supplies for the DFA Day Care Center.		
<b>II</b>	<b>OBJECTIVE</b>		
	To procure Maternity Kits to support the needs of new Mother 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>Maternity Kits</b>		
	1 pack Diaper, 40 pcs x 1 pack (40 pcs) - Tape		
	1 Pain Reliever Balm, 40g		
	1 massage oil, 100ml (Lavender, Peppermint		
	1 pack maternity pads Non-Wing x8 Pads		
	1 set wet wipes, (10 packs set), Organic Baby Wipes		
	1 baby bath soap, 1000ml		
	1 hygiene kit set, (Clear Pouch with Michro Fiber		
	1 box pre-natal vitamins (prenatal multivitamins	set	30
	1 box post-natal vitamins, ( 30capsules))		
	1 box multi-vitamins, 100 Capsules		
	1 hand sanitizer, with Aloe Vera and Vitamin E		
	1 baby care grooming kit, (bag, Nose Cleaner With		
	1 pack facial cotton pads, (100% pure cotton 80s		
	1 pack sanitary napkins, (with Wings (32 pads))		
	1 oral travel kit, (Travel Kit Toothbrush With		

1 box to contain maternity kit		
XXXXXXXXXXXX		
<p style="text-align: center;">* The goods must be brand-new and of a reputable/well-known brand.</p> <p style="text-align: center;">For clarification of the item kindly email: <a href="mailto:hrmo.familyaffairs@dfa.gov.ph">hrmo.familyaffairs@dfa.gov.ph</a></p>		

**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:**