

## REQUEST FOR QUOTATION

Date: 08 September 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure twenty-five (25) sets of Learning Kits (common and other office supplies).

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 13 September 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 117,655.00 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

# 08-00423

Department HRMO

PR No.:

Date: 31 AUG 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	set	Daycare Learning Kits (common supplies)	25		
		1 box pencil with eraser 12's			
		6 pcs permanent marker			
		2 pcs colored marker			
		2 packs assorted color paper			
		3 pcs whiteboard marker			
		4 pcs kid's scissors			
		3 boxes colored pencils 12's			
		2 boxes crayon 16's			
		1 pc small whiteboard			
		2 sets small whiteboard markers 8 colors with built in eraser			
		1 pc ballpoint pen (black)			
		1 pc ballpoint pen (red)			
		2 pcs clear/transparent tape (24mmx30mm)			
		1 box fastener plastic			
		1 box paperclip 33mm			
		2 pcs glue stick for kids			
		1 set acrylic paint 12's			
		2 pcs watercolor 12 colors			
		3 pcs eraser set			
		2 pcs sharpener for kids			
		1 pc coloring set for kids 24 different colors			
		2 pcs ruler for kids			
		2 pcs glue bottle			
		1 pack illustration board ¼ 6 pcs			
		1 pack short folder 50's			
		1 pack long folder 50's			
		6 pcs box for packaging W32.5 X L29.9 X H6.4CM			
	set	Daycare Learning Kits (other supplies)	25		
		1 pack popsicle sticks colored 50 pcs			
		2 pcs clay 10's			
		2 pcs double sided tape 24mm x 5m			
		1 pc sticker paper A4 glossy			
		1 roll packaging tape 48mm x 30m			
		1 pack pompons 100 pcs mixed color			
		1 pack paper plates			
		1 pcs read and master phonics flash cards			
		3 packs drawing book 20 sheets			
		2 pcs blank canvas 8'x10' white blank art board			
		1 set writing book			
		xxxxxxxxxxxx			
					Php 117,655.00

Purpose: For the Enrollees of DFA Day Care Center

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

## TERMS OF REFERENCE

DFA DAY CARE LEARNING KITS  
(common and other supplies)

APPROVED BUDGET FOR CONTRACT: P 117,655.00

<b>I</b>	<b>BACKGROUND</b>		
	The Human Resources Management Office (HRMO) intends to procure supplies for learning kits needed by the Day Care Center.		
<b>II</b>	<b>OBJECTIVE</b>		
	To procure Learning Kits to support the learning process of the Day Care 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>
	Daycare Learning Kits (common supplies)		
	1 box pencil with eraser 12's		
	6 pcs permanent marker		
	2 pcs colored marker		
	2 packs assorted color paper		
	3 pcs whiteboard marker		
	4 pcs kid's scissors		
	3 boxes colored pencils 12's		
	2 boxes crayon 16's		
	1 pc small whiteboard		
	2 sets small whiteboard markers 8 colors with built in eraser		
	1 pc ballpoint pen (black)		
	1 pc ballpoint pen (red)		
	2 pcs clear/transparent tape (24mmx30mm)	set	25
	1 box fastener plastic		

1 box paperclip 33mm		
2 pcs glue stick for kids		
1 set acrylic paint 12's		
2 pcs watercolor 12 colors		
3 pcs eraser set		
2 pcs sharpener for kids		
1 pc coloring set for kids 24 different colors		
2 pcs ruler for kids		
2 pcs glue bottle		
1 pack illustration board ¼ 6 pcs		
1 pack short folder 50's		
1 pack long folder 50's		
6 pcs box for packaging W32.5 X L29.9 X H6.4CM		
<b>Daycare Learning Kits (other office supplies)</b>		
1 pack popsicle sticks colored 50 pcs		
2 pcs clay 10's		
2 pcs double sided tape 24mm x 5m		
1 pc sticker paper A4 glossy		
1 roll packaging tape 48mm x 30m		
1 pack pompoms 100 pcs mixed color		
1 pack paper plates		
1 pcs read and master phonics flash cards		
3 packs drawing book 20 sheets		
2 pcs blank canvas 8'x10' white blank art board		
1 set writing book		
xxxxxxxxxxxx		
	set	25
<p>* The goods must be brand-new and of a reputable/well-known brand.</p> <p>For clarification of the item kindly email: <a href="mailto:hrmo.familyaffairs@dfa.gov.ph">hrmo.familyaffairs@dfa.gov.ph</a></p>		

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**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:**