

REQUEST FOR QUOTATION

Date: 08 September 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure various Semi-Expendable Office Equipment.

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 76,500.00 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

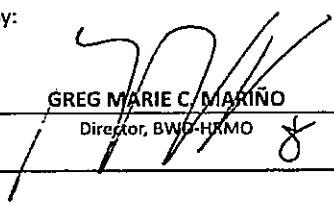

Agency

Department HRMO PR No.: **07-05323** Date: **31 JUL 2023**

Section DAYCARE CENTER - HRMO - DFA SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pc	Refrigerator, atleast 8 cu., 2 door, Top Mount Freezer No Frost, Inverter	1		
	pc	Air Purifier with Humidifier and Air Cooler, Coverage 40 sqm, Infrared PM 2.5 Sensor, Pre filter, Carbon Filter, Infrared Dust Sensor Numerical Air Quality Display	4		
	pc	Stand Fan with Mist Cooling	2		
	pc	Digital Microwave Oven, 20L	1		
	pc	Blender, 1L 450w, 4 star blade	1		
		XXXXXXXXXX			
					Php 76,500.00

Purpose: For official use of the Department

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

TERMS OF REFERENCE

DFA DAY CARE Various Semi-Expendable Office and Communication Equipment, and Furniture

APPROVED BUDGET FOR CONTRACT: P 76,500.00

I	BACKGROUND The Human Resources Management Office (HRMO) intends to procure various Semi-Expendable Office Equipment needed by Day Care.																										
II	OBJECTIVE to procure various Semi-Expendable Office Equipment to be use by DFA Day Care Center.																										
III	Technical Specifications The supplier shall deliver the following supplies and materials:	STATEMENT OF COMPLIANCE																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ITEMS</th> <th style="width: 20%;">Unit</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Semi-Expendable Office Equipment</td> <td></td> <td></td> </tr> <tr> <td>Refrigerator, atleast 8 cu., 2 door, Top Mount Freezer No Frost, Inverter</td> <td style="text-align: center;">pc</td> <td></td> </tr> <tr> <td>Air Purifier with Humidifier and Air Cooler, Coverage 40 sqm, Infrared PM 2.5 Sensor, Pre filter, Carbon Filter, Infrared Dust Sensor Numerical Air Quality Display</td> <td style="text-align: center;">pc</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Stand Fan with Mist Cooling</td> <td style="text-align: center;">pc</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Digital Microwave Oven, 20L</td> <td style="text-align: center;">pc</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Blender, 1L 450w, 4 star blade</td> <td style="text-align: center;">pc</td> <td style="text-align: center;">1</td> </tr> <tr> <td>XXXXXXXXXXXX</td> <td></td> <td></td> </tr> </tbody> </table>	ITEMS	Unit	Quantity	Semi-Expendable Office Equipment			Refrigerator, atleast 8 cu., 2 door, Top Mount Freezer No Frost, Inverter	pc		Air Purifier with Humidifier and Air Cooler, Coverage 40 sqm, Infrared PM 2.5 Sensor, Pre filter, Carbon Filter, Infrared Dust Sensor Numerical Air Quality Display	pc	4	Stand Fan with Mist Cooling	pc	2	Digital Microwave Oven, 20L	pc	1	Blender, 1L 450w, 4 star blade	pc	1	XXXXXXXXXXXX				
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* The goods must be brand-new and of a reputable/well-known brand. For clarification of the item kindly email: mark.santos@dfa.gov.ph																											

IV. SUPPLIER RESPONSIBILITIES:

- * The Supplier must Deliver the above items by 2-3 weeks from receiving Notice to Proceed
- * The Supplier must Submit PhilGEPS Registration, Latest ITR and Mayor/Business Permit
- * 1 year warranty for the defective equipment (parts broken not cause by the end user)

V. SUPPLIER QUALIFICATIONS

- * They provider must have the capability, resources and experience in partnering with private/government corporation
- * The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.

VI. PAYMENT TERMS: Send-Bill Arrangement - 30 calendar days from receiving of invoice

COMPANY NAME / SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: