

REQUEST FOR QUOTATION

Date: *08 September 2013*

Sir/Ma'am:

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

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 2013, 12:00 nn*

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 10,500.00 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.

TERMS OF REFERENCE

DFA DAY CARE Various Semi-Expendable Furniture and Fixture

APPROVED BUDGET FOR CONTRACT: P 10,500.00

I	BACKGROUND		
	The Human Resources Management Office (HRMO) intends to procure various Semi-Expendable Office Furniture and fixture needed by Day Care.		
II	OBJECTIVE		
	to procure various Semi-Expendable Office Furniture and Fixture e to be use by DFA Day Care Center.		
III	Technical Specifications	STATEMENT OF COMPLIANCE	
	The supplier shall deliver the following supplies and materials:		
	ITEMS	Unit	Quantity
	Semi-Expendable Furniture		
	Steel Filing Cabinet, 4 drawers	pc	1
	XXXXXXXXXXXXX		
	* 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-Bil Arrangement - 30 calendar days from receiving of invoice

COMPANY NAME / SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: