



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

HUMAN RESOURCES MANAGEMENT OFFICE

06 October 2023

Dear Sir/Madame,

The Human Resources Management Office (HRMO) plans to **procure ten (10) Felipe Agoncillo Lifetime Service Award (FALSA) medals with matching pins** that will be awarded during the conferment ceremony of retired and retiring Career Chiefs of Mission whose exceptional performance and laudable accomplishments significantly advanced the interest of the country and are worthy of emulation.

In this regard, you are kindly requested to provide a quotation of your best offer, subject to the [Technical Specifications](#) and [Terms and Conditions](#) provided in the succeeding pages. You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before Wednesday, 11 October 2023, at 12:00 NN.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Dada Aromin at telephone no. 8834-4000 local 3158 or email address at hrmo.praise@dfa.gov.ph.

Thank you.




Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

MERSOLE J. MELLEJOR
Executive Director

HR-P-12030-2023

Technical Specifications
Procurement of Felipe Agoncillo Lifetime Service Award (FALSA)
Medals with Matching Pins

I.	BACKGROUND The Department of Foreign Affairs (DFA) will confer the Felipe Agoncillo Lifetime Service Award (FALSA) on retired or retiring Career Chiefs of Mission, whether under optional or mandatory retirement, whose exceptional performance and laudable accomplishments significantly advanced the interest of the country and are worthy of emulation.																
II.	OBJECTIVE To procure FALSA medals with matching pins to be used during the conferment ceremony. The Approved Budget for the Contract (ABC) is Ninety Thousand Pesos (Php 90,000.00) only.																
III.	SCOPE OF WORK The supplier shall deliver to the End-user the FALSA medals with matching pins in accordance with the technical specifications.																
IV.	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;">Item/Description</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Quantity</td> <td>Ten (10) sets of medals with matching pins</td> </tr> <tr> <td>Material</td> <td>Brass (medal and matching pin)</td> </tr> <tr> <td>Design</td> <td>  </td> </tr> <tr> <td>Finish</td> <td>Silver Plated with Grosgrain Ribbon</td> </tr> <tr> <td>Packaging</td> <td>Narra wood with velvet lining</td> </tr> <tr> <td>Material</td> <td>Stainless metal sheet mounted on the Narra box</td> </tr> <tr> <td>Text</td> <td>“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial / 4”x1”</td> </tr> </tbody> </table>	Item/Description		Quantity	Ten (10) sets of medals with matching pins	Material	Brass (medal and matching pin)	Design		Finish	Silver Plated with Grosgrain Ribbon	Packaging	Narra wood with velvet lining	Material	Stainless metal sheet mounted on the Narra box	Text	“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial / 4”x1”
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V.	CONTRACTOR’S OBLIGATIONS <ul style="list-style-type: none"> • The Supplier shall ensure that the design of the medals and matching pins, particularly the logo/seal, shall conform with the actual design provided by the DFA. <i>(See photos provided)</i> • The Supplier shall present a sample of the FALSA medals and pins before production and the sample shall be approved by the End-User. • The Supplier shall supply and deliver the approved samples of the medals and pins not later than thirty (30) days after the issuance of the Notice to Proceed. 																

	<ul style="list-style-type: none"> The Supplier shall submit all the documentary requirements to facilitate the payment for the procured goods.
VI.	<p>SUPPLIER'S QUALIFICATIONS</p> <p>The Supplier warrants that it meets the following minimum qualifications:</p> <ol style="list-style-type: none"> (1) Must have at least three (3) years of continuous business operations (in producing pins and medals); and (2) That it has the capacity to produce and deliver more than 300 pins/medals/gold ring/markers to DFA by presenting proof of similar contracts with other agencies.
VII.	<p>INTELLECTUAL PROPERTY RIGHTS</p> <p>The designs of the medals and pins stated in this Technical Specifications are the sole property of the Department of Foreign Affairs (DFA) and may not be reproduced or displayed by the Supplier unless with the expressed written permission of the Department.</p>
VIII.	<p>WARRANTY</p> <p>The Contractor shall issue a Certificate of Authenticity for each medal/pin stating, among others, the specifications/standards used for the materials, the origin of the material, and warranty.</p>
IX.	<p>DELIVERY</p> <p>The complete delivery of the FALSA medals with matching pins shall be not later than thirty (30) calendar days from the receipt by the Supplier of the Notice to Proceed.</p>
X.	<p>PAYMENT</p> <ol style="list-style-type: none"> 1. Payment shall be made within sixty (60) working days upon the Supplier's submission of the sales invoice and complete supporting documents, and audited by Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 2. All payments shall be inclusive of all applicable taxes and other lawful charges.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 90,000.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified**.
5. Compliance with the requirements is requested for the Department to consider your offer.
6. 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.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]