



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

10 October 2023

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol requests your quotation for the procurement of Protocol Jackets for the official use of the Protocol Officers.

In this regard, may we request a quotation following the attached specification and terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 100,000.00 only. Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **13 October 2023, 1200H.**

For further information, feel free to call us at (02) 8834-4000 local 4245 or 09190949150 or send an email to op@dfa.gov.ph

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jeddalyn M. Luis Villapando".

JEDDALYN M. LUIS VILLAPANDO
Property Officer

TERMS OF REFERENCE

OFFICE: Office of Protocol

PROJECT: Procurement of Protocol Jacket

This project requires the service of a company that can provide **good quality and comfortable Jackets** to be used by the Protocol Officers during informal events and field duties, for identification and official representation of the Office.

The quoted price should not exceed the approved budget of Php 100,000.00, and shall comply with the enumerated Specifications and Terms of Reference below:

A. SPECIFICATION:

<u>DESCRIPTION</u>	Cocktail Jacket with plain collar and buttoned cuffs. Hip welt pockets, zip-up fastening on the front
<u>FABRIC</u>	Polyester (Durable fabric with qualities of easy to dry and wrinkle free that makes it easy to iron
<u>FIT</u>	Regular with options to choose from small, medium Large or extra sizes
<u>COLOR</u>	Black
<u>OTHERS</u>	Embroidered Protocol logo at the upper left chest

B. TERMS OF REFERENCE

1. Bidder should submit its quotation in their company letterhead signed by the official signatory of the company.
2. For ease of transaction and communication, Bidder must be located within the Metro Manila.
3. Price quotation to be denominated in Philippine peso shall be included all taxes, duties and/or levies payable.
4. Delivery must be in the period of 15 days upon the grant of Notice to Proceed.
5. Validity of Price quotation provided is 120 days.
6. Bidders should accept a **send-bill payment arrangement.**
7. Authorized Signatory: **Mary Jennifer D. Dingal**

Officer-in-Charge
Office of Protocol

8. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:

- Proof of valid PhilGEPS registration;
- Copy of current Mayor's Permit;
- Copy of BIR Certificate of Registration;
- Copy of latest Income Tax Return

Contact Persons/ Details: Ms. Jeddalyn V. Luis-Villapando (02) 8834-4009/
op@dfa.gov.ph