



## 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 PVC Cards for the official use of the Office of Protocol.

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 61,998.75 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](mailto: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 W. Luis-Villapando'.

**JEDDALYN W. LUIS-VILLAPANDO**  
Property Officer

## **TERMS OF REFERENCE**

**OFFICE:** Office of Protocol

**PROJECT:** Procurement of PVC Cards

This project requires a supplier that can provide **PVC CARDS** for the Official use of the Office of Protocol with quoted price not exceeding the approved budget of Php 61,998.75, and shall comply with the enumerated Specifications and Terms of Reference below:

### **A. SPECIFICATION:**

<b>PVC ULTRA CARDS:</b>
<b>FEATURES:</b> 100 % Polycarbonate (PVC) construction, medium durability, clean, glossy, dye-receptive surface
<b>COLOR:</b> white, clear
<b>DIMENSIONS:</b> CR-80 (3.375L x 2.125W/ 85.6mm L x 54mm W) CR-70* standard or adhesive back (3.313L x 2.063W/ 84.1mm L x 52.4mm W)
<b>CONFIGURATION:</b> CR-80 30 mil standard/ CR-80 10 mil standard/ CR-80 10 mil adhesive Mylar-backed or paper-backed/ CR-79* 10 mil adhesive Mylar-backed or paper backed
<b>PRINTING COMPATIBILITY:</b> Compatible to the existing ID printer of the Office, HID Fargo HDP5000 Dual Side. A certification of compatibility of the brand of PVC Ultra Card to be offered to the existing printer will be requested.
<b>OTHERS:</b> Warranty or free service.
<b>Any offer beneficial to the government would be considered</b>

### **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 quotations to be denominated in Philippine peso shall include 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