

## REQUEST FOR QUOTATION

Date: 16 October 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure **twenty (20) pieces of Coat of Arms**.

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 19 October 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 or Ms. Helen Guevarra with telephone no. 8834-4000 local 3116 / 4421 or email at [mark.santos@dfa.gov.ph](mailto:mark.santos@dfa.gov.ph). [helen.guevarra@dfa.gov.ph](mailto:helen.guevarra@dfa.gov.ph).

Thank you,



**CHRISTOPHER B. MONTERO**

Assistant Secretary

Human Resources Management Office



### **TERMS OF 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 900,000.00 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**  
**Procurement of Indoor Coat of Arms for FY 2023**

I.	<p><b><u>Background and Objectives:</u></b></p> <p>The Department of Foreign Affairs - Human Resources Management Office (HRMO) intends to procure Indoor Coats of Arms for FY 2023 for distribution to the Philippine Consular Posts headed by Honorary Consular Officers.</p> <p>The objective is to provide the Philippine Consular Posts headed by Honorary Consular Officers with Indoor Coats of Arms in accordance with the DFA's circular on Corporate Identity Guidelines.</p>	
		<b>Statement of Compliance</b>
III	<p><b><u>Technical Specification:</u></b></p> <p>General Specifications</p> <ol style="list-style-type: none"> <li>1. The shape and size of the Coat of Arms shall be circle, 24" in diameter.</li> <li>2. The font to be used shall be Trajan Pro.</li> <li>3. The colors of the Coat of Arms shall subscribe to the technical specifications of the Philippine flag as specified in RA No. 8491, Chapter 1, Section 28:             <ol style="list-style-type: none"> <li>a. Blue – Cable No. 80173 / Pantone 288 C / CMYK (Print) C11-M80-YK-K32 / RGB (Web)</li> <li>b. Red – Cable No. 80108 / Pantone 186 C / CMYK (Print) C2-M100-Y85-K6 / RGB (Web) 200-16-46</li> <li>c. Golden Yellow – Cable No. 80068 / Pantone 123 C / CMYK (Print) C0-M19/Y89/K0 / RGB (Web) 255-199-44</li> <li>d. White – Cable No. 80001 / Pantone N.A. / CMYK (Print) N.A. / RGB (Web) 255-255-255</li> </ol> </li> <li>4. The Coat of Arms for indoor use shall be sculptured in 2D surface.</li> <li>5. The seal and border shall be in gold pinstripe.</li> <li>6. The material to be used for the Coat of Arms should be wood or / preferably any solid durable and presentable material suitable for indoor installation.</li> </ol>	

7. The “Republic of the Philippines and “Consulate General” or “Consulate” shall bear the colors:

- a. Text field: Black - Cable No. / Pantone 6 C / CMYK (Print) 100-61-32-96 / RGB (Web) 16-24-32
- b. Text outline: Old Gold - Cable No. / Pantone 15-0955 TPX / CMYK (Print) N.A. / RGB (Web) 239-173-0

8. Ten (10) Indoor Coat of Arms shall bear the title “CONSULATE GENERAL” on the lower portion of the outer border.



9. Ten (10) Indoor Coat of Arms shall bear the title “CONSULATE” on the lower portion of the outer border.



IV	<p><b><u>Contractor/Supplier Qualification:</u></b></p> <p>The Contractor must be a manufacturer of heraldic items and devices with valid Certificate of Accreditation and authorized by the National Historical Commission of the Philippines (NHCP) as required by R.A. 8491 or the “Flag and Heraldic Code of the Philippines.</p>	
V	<p><b><u>Contractor/Supplier Obligation:</u></b></p> <p>The Contractor shall obligate itself to the following:</p> <ol style="list-style-type: none"> <li>1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake the production of outdoor Coats of Arms of the Department.</li> <li>2. Deliver to the Department: <ol style="list-style-type: none"> <li>a. Ten (10) units Indoor Coats of Arms bearing the “CONSULATE GENERAL” title,</li> <li>b. Ten (10) units Indoor Coats of Arms bearing the “CONSULATE” title</li> </ol> </li> <li>3. Deliver to the Department the Indoor Coats of Arms with each of them encased in separate boxes with cloth inside to protect the Coat of Arms from scratches, and encased further with separate wooden crates, ready for transport to different destinations around the world through private couriers.</li> <li>4. Guarantee that it has the capacity to deliver a total of thirty (30) Indoor Coats of Arms.</li> <li>5. Replace, free-of-charge, within one (1) month from date of receipt of notice of such request for replacement of any unit found to have defects, damage, wrong color, size and/or material and/or any pertinent errors not in compliance with the technical specifications of this Term of Reference.</li> <li>6. Provide the Department with a sample of the project before the start of the production of thirty (30) Coats of Arms for inspection by Office of Financial Management Service – Financial Resources Management Division (OFMS-FRMD) and the Resident COA Auditor at DFA, as required by Section 46 of R.A. 8491.</li> </ol>	
VI	<p><b><u>Delivery Schedule:</u></b></p> <ol style="list-style-type: none"> <li>1. All items shall be delivered on or before 18 December 2023.</li> <li>2. Deliveries shall be subject to the usual inspection procedures by OFMS-FRMD and by the Resident COA Auditor at DFA, as required by Section 46 of R.A. 8491.</li> </ol>	

VII	<p><b>Terms of Payment:</b></p> <p>a) The Approved Budget Contract for the Indoor Coats of Arms shall be <b>Nine Hundred Thousand Pesos (Php 900,000.00)</b>.</p> <p>b) Payment shall be made within thirty (30) to Sixty (60) days upon the supplier's submission of documentary requirements, and as audited by the DFA Office of Financial Management Services through a list of Due and Demandable Accounts Payable (LDDAP).</p> <p>c) The list of documentary requirements needed for payment will be provided by OFMS-FRMD upon signing of the contract.</p> <p>d) All payment shall be inclusive of Value-Added Tax (VAT) and other applicable taxes and lawful charges.</p>	
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**NOTE:**

Bidders must state compliance to each of the provisions in the Terms of Reference / Technical Specifications, as well as to the schedule to requirements. The STATEMENT OF COMPLIANCE must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-references to that evidence. Evidence shall be in the form of a manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid Evaluation, Post-Qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]