



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

17 October 2023

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol requests your quotation for the following supplies with respective specifications attached.

- Large Envelope with DFA Logo in Dry Seal
- Pike Royal Blue Folder
- Guestbook with DFA Logo
- Condolence book
- Invitation Cards with envelope
- Signing Leatherette Folder with DFA Logo
- Signing Leatherette Folder without Logo
- A4 with DFA letterhead

In this regard, this Office requests 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 106,500.00. 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 **20 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 V. Luis-Villapando'.

JEDDALYN V. LUIS- VILLAPANDO

Property Officer

TERMS OF REFERENCE

OFFICE: Office of Protocol

PROJECT: Office Supplies/ Other Office Supplies

This project requires the service of a printing company that can provide the below Office Supplies/Other Office Supplies customized for the use of the Office of Protocol with quoted price not exceeding the approved budget of Php106,500.00 and shall comply with the enumerated Specifications and Terms of Reference below:

A. SPECIFICATION:

- ***Large Envelope with DFA Logo in Dry Seal***
 - Folded Size : 10" x 15"
 - Spread Size : 21.375" x 29.25"
 - Paper : Special Paper 220 gsm
 - Color : beige
 - Others : No print
With Dry Embossed DFA Logo
With die cut, scoring, folding, gumming and assembly

- ***Pike Royal Blue Folder***
 - Size : 23.5" x 19.5"
 - Folded : 11" x 16"
With 0.50" backbone expandable
With 3.5" flap
 - Paper : Pike Royal Blue 330 gsm
 - Others : With die cut, double scoring, folding, gumming and assembly
With silver stamping (logo and text)

- ***Guestbook with DFA Logo***
 - Size : 11" x 17"
 - Paper : Book 60
 - Cover : Hardbound
 - Others : Leatherette red paper
With gold stamp text "Department of Foreign Affairs"
With full color logo DFA Coat of Arms inside each paper

- **Condolence book**

Size : 8 ¼ x 11 ¾ (A4)
Paper : Laid Ultra White 100 gsm.
Inside Pages : 80 sheets, no print
Cover : Hardbound Leatherette
Others : with gold stamp DFA logo

- **Invitation Cards with envelope**

Size : 5 5/8" x 8"
Paper : Smooth Wove Ivory 250 gsm (card)
Smooth Wove Ivory 120 gsm (envelope)
Process : Offset
Others : for Card
No Print
With gold stamping & dry embossed logo
With border embossed
For envelope
With die cutting, folding, gumming and assembly
With gold stamp of logo only

- **Signing Leatherette Folder with DFA Logo**

Folded Size : L - 12.65" x W - 9.25"
Spread Size : 18.15"
Inside : Felt paper texture
Cover : Leatherette
Others : With inner spine with 3 holes
With Gold Philippine Official Coat of Arms in the cover
With border in gold

- **Signing Leatherette Folder without DFA Logo**

Folded Size : L - 12.65" x W - 9.25"
Spread Size : 18.15"
Inside : Felt paper texture
Cover : Leatherette
Others : With inner spine with 3 holes

- **A4 with DFA Letterhead**

Size : A4 size bond paper
Paper : regular bond paper
Others : With colored printed DFA seal and letterhead

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. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
4. Bidders should accept a **send-bill payment arrangement**.
5. Authorized Signatory: **Francisco Noel R. Fernandez III**
Assistant Secretary
Office of Protocol
6. 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
