



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

16 November 2023

REQUEST FOR QUOTATION

Sir/Madame :

The Office of Public and Cultural Diplomacy (OPCD) and the Office of Asset Management and Support Services (OAMSS) would like to request a quotation for the following items:

QTY.	UNIT	PARTICULARS	AMOUNT
		<p>Description: Layout, Printing and Binding of Coffee Table Book on Artworks</p> <p>I. BOOK LAYOUT Scope of Work: Layout:</p> <ul style="list-style-type: none">• Design and create a visually appealing book layout for both print and digital formats, subject to approval.• Format text, headings subheadings, and other elements consistently throughout the book.• Incorporate images and other visual elements provided by the author/publisher.• Ensure proper placement and alignment of all elements, including text and images.• Create a table of contents, index, and other necessary navigational elements. <p>II. PRINTING & BINDING Quantity: 300 copies</p> <p>Size: Cover – 27cm. x 27cm. Pages – 26cm. x 26cm Stock: - With Book jacket - glossy Cover - Chipboard #30 covered with C2S#120 (Matte laminated) ; cover title is embossed, subtitle is printed metallic copper (foil stamping) Pages – GSM 120; Matte#120 No. of pages: 250 pages (content, mostly photos); 8 pages (cover) Process: Computer to Plate (CTP) printing with plastic lamination, folding, scoring, smyth sewing and perfect binding (hardbound) Printing of one (1) mock-up before submission of final draft before printing Delivery: Ten (10) days after approval of final proofs Mode of Payment: Send Bill</p>	
		ABC-----	900,000.00


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

Please submit your duly signed quotation/proposal, for the items stated above, to archives@dfa.gov.ph, subject to the following conditions:

1. Formal Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 21 November 2023 at 12:00nn

Should you need further clarification, please contact Mr. Roderick Sierra or Ms. Alexandra Louise Reyes at telephone number +63 834-3981 or send an email through the above-mentioned email address.

Very truly yours,


ARVIN R. DE LEON
Assistant Secretary