

TERMS OF REFERENCE

PROCUREMENT OF BOOKS – “*Karapat Dapat – Bata Alamin and Inyong mga Karapatan*”

The Office of United Nations and International Organizations (UNIO) intends to procure Three Hundred (300) pieces of books entitled “*Karapat Dapat – Bata Alamin and Inyong mga Karapatan*” to be given away to the students in Marawi during the UNIO’s organized commemoration of International Humanitarian Law (IHL) event in Marawi on 04-05 December 2023.

General Conditions

- I. The Approved Budget for the Contract (ABC) is Ninety-One Thousand Pesos (PhP 91,000.00) only;
- II. The quotation rate shall be inclusive of all necessary taxes and charges;
- III. The books shall be delivered at the DFA-UNIO on or before 29 November 2023;
- IV. Must be PHILGEPS-Registered;
- V. Must have valid Mayor’s Permit;
- VI. DFA will settle all billing statements from service providers on a send-bill arrangement and payment of claims will be done through bank transfer.
- VII. Payment condition/terms: Send bill arrangement/Within 30 days upon receipt of the billing invoice and completion of necessary documentary requirements.
- VIII. Proposals/quotations higher than the ABC will be automatically disqualified.

UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Interested entities are invited to submit their quotation together with their PHILGEPS Registration Certificate and valid and current Mayor’s Permit.

Office of United Nations and International Organizations (UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City
Contact No.: 8834-4371
Email Address: unio@dfa.gov.ph