



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 29 November 2023

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of Public and Cultural Diplomacy (OPCD) intends to procure Jackets for the official use of OPCD personnel and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance on the attached specification and terms of reference (Annex A) for this procurement. The Department accepts open quotations submitted directly, through email given below not later than **04 December 2023 at 12Noon**. Quotation should not exceed the Approved Budget for the Contract (ABC) of Two Hundred Thirty Thousand Pesos (Php230,000.00) only, inclusive of VAT and all applicable taxes, levies, dues.

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.

Should you require further clarification, feel free to call us at (02) 8834-4000 local 4038 or 09673865897 c/o Mr. Ariel Gonzales (Property Officer) or send an email to opcd@dfa.gov.ph

Very Truly Yours,

A handwritten signature in blue ink, appearing to read 'Ariel R. Gonzales'.

ARIEL R. GONZALES
Property Officer

TECHNICAL SPECIFICATION AND TERMS OF REFERENCE

QTY	UNIT	PARTICULARS	AMOUNT
35	pieces	Description: <i>Cocktail Jacket with plain collar and buttoned cuffs. Hip welt pockets, zip-up fastening in the front</i>	
		Fabric: <i>Durable fabric wrinkle-free/non-iron and easy to dry</i>	
		Fit: <i>Regular fit with size options to choose – small, medium, large or extra sizes</i>	
		Color: <i>Black</i>	
		Others: <i>Embroidered DFA logo to be located at the upper left chest; and the text "Public and Cultural Diplomacy" at the back. Thread in Gray/Ash Gray. Attached are sample layout photos.</i>	
		Approved Budget for the Contract (ABC)	Php230,000.00

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.

Terms and Conditions:	Pls check to comply
1. Bidder should submit its quotation in their company letterhead signed by the authorized signatory of the company	
2. 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.	
3. 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.	
4. Validity of Price Quotation provided is 120 days	
5. Deadline for Submission of Quotation: November 2023 at 12:00 Noon	
DELIVERY	
6. All items shall be delivered within 15 calendar days upon receipt of Notice to Proceed.	
7. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative	
8. Replace any defective items free of charge upon acceptance.	
9. All deliveries shall be made with one (1) day prior notice to the DFA-OPCD from Monday to Friday, 8:00 am to 5:00 pm.	
TERMS OF PAYMENT	
10. Bidders should accept a send-bill arrangement	

11. Payment shall be made in thirty (30) days upon receipt of the invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.	
12. The payment shall be inclusive of VAT, applicable taxes and other lawful charges	
13. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements	
Bidders Qualifications	
<p>Must be PhilGEPS member and provide the following documentary requirements upon submission of quotation:</p> <ul style="list-style-type: none"> - Proof of PhilGEPS registration; - Copy of current Mayor's Permit; - Copy of BIR Certification Registration; - Copy of latest Income Tax Return 	

Conforme / Signature : _____
 COMPANY NAME / SUPPLIER : _____
 CONTACT PERSON : _____
 CONTACT NUMBER : _____
 EMAIL : _____
 ADDRESS : _____