



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

22 April 2024

Sir/Madame:

Greetings!

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

- Large Document Envelope with Coat of Arms in Dry Seal
- Small Document Envelope with Coat of Arms in Dry Seal
- Pike Royal Blue Folder
- Blue Folder with Protocol Seal
- Condolence book
- Guest Book
- Black Signing Leatherette Folder
- Black Signing Leatherette Folder without DFA Logo
- Speech Folder in Black with DFA Logo in Gold
- A4 with DFA Letterhead
- Place Cards (Medium) with colored DFA Logo
- Place Cards (Small) with DFA logo in Gold

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 200,000.00 only. 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 **25 April 2024, 1200 H.**

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,

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 Php 200,000.00, and shall comply with the enumerated Specifications and Terms of Reference below:

A. SPECIFICATION:

- ***Large Document Envelope with Coat of Arms 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 Coat of Arms
With die cut, scoring, perforation, folding, gumming and assembly

- ***Short Document Envelope with Coat of Arms in Dry Seal***
 - Folded Size : 9" x 12"
 - Spread Size : 21.375" x 29.25"
 - Paper : Special Paper 220 gsm
 - Color : beige
 - Others : No print
With Dry Embossed Coat of Arms
With die cut, scoring, perforation, folding, gumming and assembly

- ***Pike Royal Blue Folder***
 - Spread 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 (DFA logo and text)

- **Blue Folder with Protocol Seal**

Spread Size	:	23.5" x 19.5"
Folded	:	11" x 16" with 3.5" flap
Paper	:	Royal Blue 330 gsm Glossy
Others	:	With die cut, double scoring, folding, gumming and assembly With silver stamping (Protocol 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	:	Black Hardbound Leatherette
Others	:	with gold stamp DFA logo

- **Black 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

- **Black 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

- **Speech Folder in Black with DFA Logo in Gold**

Spread Size : 23.5" x 19.5"
Folded : 11" x 16"
Others : Black Hardbound Leatherette
with DFA Logo in Gold and
Black Felt paper texture inside

- **A4 with DFA Letterhead**

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

- **Place Cards (Medium) with colored DFA Logo**

Folded Size : 2.75 x 7.25"
Spread Paper : 5.50 x 7.25" regular bond paper
Others : Special paper 240 GSM (Edicion 240 GSM)
with colored stamp coat of arms only
with Scoring

- **Place Cards (Small) with colored DFA Logo**

Folded Size : 2 3/8" x 4"
Spread Size : 4 3/4" x 4"
Others : Special paper 240 GSM (Edicion 240 GSM)
with gold stamp coat of arms only
with Scoring

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, bidders must be located within Metro Manila.
3. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable. **Mention explicitly in the quotation that the quoted price is VAT INCLUSIVE.**
4. Bidders should accept a **send-bill payment arrangement. Mention explicitly in the quotation that the bidder accepts the SEND BILL PAYMENT ARRANGEMENT.**

5. Bidders must submit samples before the mass production of the items.
6. Delivery of the Items should be 30 days after the acceptance of the Purchase Order.
7. Authorized Signatory: **ARIEL RODELAS PEÑARANDA**
Assistant Secretary
Office of Protocol
8. 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