



**OFFICE OF ASEAN AFFAIRS**

27 June 2024

Sir / Madam:

The Department of Foreign Affairs-Office of ASEAN Affairs intends to procure 100 pieces of ASEAN Flags, Nylon, Standard Size.

Interested suppliers, who are duly registered in PhilGEPS, may submit a signed quotation and indicate your acceptance and compliance of the attached **Technical Specifications** for the above-mentioned procurement. The Department accepts open quotations submitted **only** through email at the e-addresses given below. Quotations should not exceed the **Approved Budget for the Contract (ABC) of One Hundred Forty Thousand only (Php 140,000.00)**.

Should you require further clarification, please contact the undersigned at Telephone number (632) 8834-4120, 834-4534 or send an email to [asean@dfa.gov.ph](mailto:asean@dfa.gov.ph) copy furnished: [admunit.asean@dfa.gov.ph](mailto:admunit.asean@dfa.gov.ph).

Thank you.

Very Truly Yours,

Maribelle I. Facundo  
Administrative Officer

Deadline of the submission of quotation is 2 July 2024, at 12:00NN.

MA-659-ASEAN 2024



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



TECHNICAL SPECIFICATIONS

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
100	Piece	Nylon, Standard size ASEAN Flags	Php 140,000.00
		<b>Supplier must have and accreditation from National Historical Commission of the Philippines (NHCP)</b>	
			<b>ABC PhP 140,000.00</b>

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In any case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible and disqualified.
4. Quotations should be submitted via electronic mail and only through these official email addresses: [asean@dfa.gov.ph](mailto:asean@dfa.gov.ph) cc: [admunit.asean@dfa.gov.ph](mailto:admunit.asean@dfa.gov.ph). Quotations submitted through other means will not be entertained. **Deadline of submission of quotation is on – 2 July 2024, at 12:00NN.**
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.