



OVERSEAS VOTING SECRETARIAT

04 July 2024

REQUEST FOR QUOTATION

1. *Formal Quotations submitted to this office will be considered the 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. The delivery date will be indicated in the Purchase Order.*
2. *The Department hereby reserves the right to reject any/all offers; and accept any/all offers if may consider most economical and advantageous to the Government;*
3. *Good/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representatives; and*
4. *Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements; and*
5. *To ensure that all the requirements were met, check the boxes "yes" – if complied, or "no" – if not complied, on the Technical Specifications Checklist.*

Dear Sir/Madam,

The Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS) wishes to request a quotation from your company for the procurement of Training Expenses: Tokens, and Souvenir Items such as **Passport Holder, Luggage Tag (set), and A5 Notebook Cover** for the training on the promotion of Overseas Voting and Registration for the 2025 National and Local Election/Regional Consultation Meetings.

Kindly submit your quotation on or before 09 July 2024, 12:00 noon in accordance with the attached Terms Reference (TOR) below. OVS accepts open quotations submitted directly, through email address given below, subject to the following terms and conditions:

1. Respondent shall provide correct and accurate information required in this form (in company letter head);
2. Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges; and
3. Respondents shall comply with the TOR attached to this request.

Approved Budget for Contract (ABC) is Php 65,000.00.

Should you require further clarification, please contact the undersigned at telephone no. (02) 8 834 4687 or email address evelyn.frutas@dfa.gov.ph.

Very truly yours,


EVELYN A. FRUTAS
Property officer





04 July 2024

TERMS OF REFERENCE

Project Name : Training Expenses- Tokens and Souvenir Items:
Procurement of Passport Holders, Luggage tags and A5
Notebook Cover

Date : 04 July 2024

Requirements :

Item / Specification	Quantity (pc/s)	Model/Example
<p><u>Passport Holder & Luggage Tag (set)</u></p> <p>Design:</p> <ul style="list-style-type: none">- Premium Vegetable Tanned Leather (Vegtan)- Left Part of the Flap: For Boarding Pass and Cards/IDs- Right Part of the Flap: For Passport <p>Dimensions:</p> <ul style="list-style-type: none">- Width (when open): 21cm- Width (when close): 10 cm- Length: 15 cm <p>Color: Brown</p>	35 sets	
<p>Design:</p> <ul style="list-style-type: none">- A basic luggage tag that can double as an ID holder and fit the universal card.- The screw type steel cord will make sure that you can attach it to any travel bag. <p>Dimensions: 86mmx54mm used for credit and company cards.</p> <p>Color: Brown</p>		

<p style="text-align: center;"><u>A5 Notebook cover (leather)</u></p> <p>Design:</p> <ul style="list-style-type: none"> - Premium Vegetable Tanned Leather (Veg tan leather) - A5 5mm and 10mm thickness <p>Dimensions:</p> <ul style="list-style-type: none"> - Close - 15.8cm X 22.3cm - Open - 31.8cm X 22.3cm <p>Color: Brown</p>	30 pieces	
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Billing Arrangement:

	Requirement/s	Complied	
		Yes	No
For Government Transactions	Send Bill Arrangement PHILGEPS Registered Business Permit 2024 Income Tax Return 2023		

For inquiries, you may reach Ms. Evelyn at telephone number +63 8 834 4687 or through email at evelyn.frutas@dfa.gov.ph and ovs@dfa.gov.ph.

Kindly submit a signed quotation on or before 09 July 2024, 12:00 noon.

Yours truly,


EVELYN A. FRUTAS
 Property Officer
 DFA-OVS

CONFORME:

COMPANY NAME / SUPPLIER:

Email:

Telephone number: