



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 **laptop bags** with file compartment as stated on the attached Terms of Reference to be used for the Overseas Voting related activities.

Kindly submit your quotation before or on 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 100,000.00.

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

Customer's Name : DFA---Overseas Voting Secretariat
Address : 6th Floor, South Wing, 2330 Roxas Boulevard
Pasay City

Date/Time : 04 July 2024

Product/Item Description & Requirements:

Design	Quantity	Description	Unit Price	Total Price
	100	Item: Laptop Bag Compatibility: Fits on 15.6 inches VRM Dimensions(cm): (W x D x H)- 42 x 4 x 32 cm Color: Black Fabric: Poly fine material Imprinted method: heat transfer (DFA-OVS' logo at the middle (front))		
Terms of Payment	1.	Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch. Rates should include all necessary taxes and other charges.		
	2.	Payments shall be made within 30 working days upon receipt of required documents and audited by the OFMS-FRMD. All payments shall be inclusive of all applicable taxes and other lawful charges.		
Documentary Requirements	3.	The company should submit the following requirements: 1. Valid PhilGEPS Registration; 2. Updated Mayor's Permit/Business Permit; and 3. Income Tax return (ITR) 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

CONFORME:

{ Signature/s }
{ Name of the Bidder/Bidder's Authorized Representative/s }
{ Position }
{ Date }