



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
Tel No.: 834-4028

Date: 10 September 2024

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. 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/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. 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.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline of Submission of quotation is on **13 September 2024** at **12:00 noon**.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
2,800	Piece	<p><b>Technical Specifications</b></p> <p><b>Item:</b> Table/Desk Flip/Ring bind Calendar <b>Specifications:</b> 30-page (15 sheets) calendar with base tent</p> <p><b>Cover:</b> Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result. 240 gsm Size Flat: 6 x 9 in Color: Full color x Full color No. of Sheet/s: 2 sheets</p> <p><b>Inside (12 months)</b> Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result. 240 gsm Size Flat: 6 x 9 in Color: Full color x One color Finishing: Perforation Binding: White wire twin-loop binding that allow sheets to flip a full 360. Semi-secure binding method that can only be un-bound if cut off. No. of Sheet/s: 12 sheets</p>		

		<p><b>Back Cover/Sheet</b>  Process: Offset  Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result. 240 gsm  Size Flat: 6 x 9 in  Color: Full color x Full color  No. of Sheet/s: 1 sheets</p> <p><b>Standee with Full Lining</b>  Process: Others  Stock: Royal blue embossed paper made of woodfree, high-strength FSC-certified pulp; solid light-fast colours and surface-coated with anti-fingermark treatment. High abrasion resistance, with excellent tear and folding strength. 125 mounted CB 50  Size Flat: 7.5 x 24.5 in  Size Folded: 6 x 9.5 x 4 in  Color: No Printing  Finishing: Pasting</p> <p><b>QTY:</b> 2,800 pieces  <b>ABC:</b> P 575,000.00 Inclusive of taxes and other fees</p> <p><b>Inclusive of delivery and packaging of items</b></p> <p>Important:</p> <ol style="list-style-type: none"> <li>1. Within ten (10) days after sending a quotation, the bidding entity is required to provide a sample of a finished calendar using an identical type of paper, style (i.e. with perforation and post-card quality) and print process as specified in this TOR. This sample would be used to gauge the quality of the final product to be supplied and therefore will be used as one of the criteria in evaluating, i.e., if the bidder is responsive/compliant to the technical specifications set by the end user. Failure to provide a sample within the set time frame will automatically disqualify a prospective supplier.</li> <li>2. Bidder should be ISO certified.</li> </ol>		
		(Please See Attached Purchase Request)		
		XXXX Nothing Follows XXXX		
			<b>ABC</b>	

<b>Terms and Conditions:</b>		<b>Pls check to comply</b>
1. Deliver to the Department the enumerated supply of labor, materials, consumable and		

technical skill as stated in the Purchase Request.		
2. Guarantee that it has the capacity to deliver the services required by the DFA		
3. Replace any defective items free of charge within four (4) months upon acceptance.		
4. Within ten (10) days after sending a quotation, the bidding entity is required to provide a sample of a finished calendar using a similar type of paper for the cover and inside pages (i.e. with perforation and post-card quality, 240 gsm or higher) as well as the print process as specified in this TOR. This sample will be used to gauge the quality of the final product to be supplied and therefore will be used as one of the criteria in evaluating, i.e.,if the bidder is responsive/compliant to the technical specifications set by the end user. Failure to provide a sample within the set time frame will automatically disqualify a prospective supplier.		
5. Bidder should be ISO-certified		
<b>Delivery</b>		
1. All items shall be delivered on or before (30) calendar days upon receipt of Notice to Proceed. Failure to deliver within the set time frame will result in a penalty to be deducted from the payment amount. The penalty is equivalent to one-tenth (1/10th) of one (1) per cent for every day of delay.		
2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.		
3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD		
<b>Terms of Payment:</b>		
1. Payment shall be by send-bill arrangement and made after 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.		
2. The payment shall be inclusive of all applicable taxes and other lawful charges		
<b>Documentary Requirements:</b>		
1. Valid PhilGeps Registration		
2. Copy of current Mayor's Permit		
3. ITR 2023		
4. BIR Registration		

5. ISO Certification		
6. Company Profile		
7. Sample Calendar (to be submitted within 10 days after the price quotation)		
8. Duly-Notarized Omnibus Sworn Statement. If signatory of this document is not the owner/head/president of the business entity, the bidder should submit:		
a.) Notarized copy of Secretary's Certificate for corporations or		
b.) Notarized Special Power of Attorney for single proprietorships/partnerships		

<b>CONFORME/SIGNATURE:</b>	
<b>CONTACT PERSON:</b>	
<b>COMPANY NAME / SUPPLIER:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NO:</b>	

**(ORIGINAL SIGNED)**

**ARIEL A. GONZALES**

Canvasser/ Property Officer

Office of Public Diplomacy

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[opd.div1@dfa.gov.ph](mailto:opd.div1@dfa.gov.ph)