



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**HUMAN RESOURCES MANAGEMENT OFFICE**

26 September 2024

Dear Sir/Madame,

The Human Resources Management Office (HRMO) plans to **procure ten (10) sets of Felipe Agoncillo Lifetime Service Award (FALSA) medals with matching pins** that will be awarded to retired and retiring Career Chiefs of Mission whose exceptional performance and laudable accomplishments significantly advanced the interest of the country and are worthy of emulation.

In this regard, you are kindly requested to provide a quotation of your best offer, subject to the [Technical Specifications](#) and [Terms and Conditions](#) provided in the succeeding pages. You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before 30 September 2024, at 12:00 NN**.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Dada Aromin or Ms. Christine Espayos at telephone no. 8834-4000 local 3158 or email address at [hrmo.praise@dfa.gov.ph](mailto:hrmo.praise@dfa.gov.ph).




Thank you.

Very truly yours,

  
**GREG MARIE C. MARIÑO**  
Executive Director

HR-P-2024-12741

**Technical Specifications**  
**Procurement of Felipe Agoncillo Lifetime Service Award (FALSA)**  
**Medals with Matching Pins**

<b>I.</b>	<p><b>BACKGROUND</b></p> <p>The Department of Foreign Affairs (DFA) will confer the Felipe Agoncillo Lifetime Service Award (FALSA) on retired and retiring Career Chiefs of Mission, whether under optional or mandatory retirement, whose exceptional performance and laudable accomplishments significantly advanced the interest of the country and are worthy of emulation.</p>																
<b>II.</b>	<p><b>OBJECTIVE</b></p> <p>To procure FALSA medals with matching pins to be used during the conferment of retired and retiring Career Chiefs of Mission.</p> <p>The Approved Budget for the Contract (ABC) is <b>Ninety Four Thousand Pesos (Php 94,000.00)</b> only.</p>																
<b>III.</b>	<p><b>SCOPE OF WORK</b></p> <p>The supplier shall deliver to the end-user the FALSA medals with matching pins following the technical specifications.</p>																
<b>IV.</b>	<p><b>TECHNICAL SPECIFICATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Item/Description</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Quantity</td> <td>Ten (10) sets of medals with matching pins</td> </tr> <tr> <td>Material</td> <td>Brass (medal and matching pin)</td> </tr> <tr> <td>Design</td> <td>  </td> </tr> <tr> <td>Finish</td> <td>Silver Plated with Grosgrain Ribbon</td> </tr> <tr> <td>Packaging</td> <td>Hardwood, dark brown matte finish with velvet lining</td> </tr> <tr> <td>Material</td> <td>Stainless metal sheet mounted on the Hardwood box</td> </tr> <tr> <td>Text</td> <td>“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial / 4”x1”</td> </tr> </tbody> </table>	Item/Description		Quantity	Ten (10) sets of medals with matching pins	Material	Brass (medal and matching pin)	Design		Finish	Silver Plated with Grosgrain Ribbon	Packaging	Hardwood, dark brown matte finish with velvet lining	Material	Stainless metal sheet mounted on the Hardwood box	Text	“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial / 4”x1”
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<b>V.</b>	<p><b>CONTRACTOR’S OBLIGATIONS</b></p> <p>The Supplier must:</p>																

	<ul style="list-style-type: none"> <li>• Ensure that the design of the medals and matching pins, particularly the logo/seal, shall conform with the actual design provided by the DFA. (See <i>photos provided</i>);</li> <li>• Present a sample of the FALSA medals and pins before production and the sample shall be approved by the End-User;</li> <li>• Include in the bid proposal the delivery cost and other incidental cost;</li> <li>• Supply and deliver the approved samples of the medals and pins not later than thirty (30) days after the issuance of the Notice to Proceed;</li> <li>• Submit the complete documentary requirements to facilitate the payment for the procured goods.</li> </ul>
<b>VI.</b>	<p><b>SUPPLIER'S QUALIFICATIONS</b></p> <p>The Supplier warrants that it meets the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>(1) Must have at least <b>three (3) years</b> of continuous business operations (in producing pins and medals); and</li> <li>(2) That it has the capacity to produce and deliver more than <b>300 pins/medals/gold ring/markers</b> to DFA by presenting proof of similar contracts with other agencies.</li> </ol>
<b>VII.</b>	<p><b>INTELLECTUAL PROPERTY RIGHTS</b></p> <p>The designs of the medals and pins outlined in this technical specification are the exclusive property of the Department of Foreign Affairs (DFA). Reproduction, display, or any form of use by the Supplier is strictly prohibited without prior written authorization from the Department.</p>
<b>VIII.</b>	<p><b>WARRANTY</b></p> <p>The Contractor shall issue a <b>Certificate of Authenticity</b> for each medal/pin stating, among others, the specifications/standards used for the materials, the origin of the material, and warranty.</p>
<b>IX.</b>	<p><b>DELIVERY</b></p> <p>The complete delivery of the <b>FALSA medals with matching pins</b> shall be not later than <b>thirty (30) calendar days</b> from the receipt by the Supplier of the Notice to Proceed.</p> <p>The supplier shall inform DFA and its representatives three (3) days before the intended date of delivery for the issuance of Gate Pass. The supplier should provide the names of its personnel, copies of their identification cards, and vehicle information.</p>
<b>X.</b>	<p><b>PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. The supplier shall be paid within <b>sixty (60) working days upon complete delivery of the FALSA medals and pins, the Supplier's submission of the sales invoice and complete supporting documents</b>, and completion of the audit by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).</li> </ol>

	2. All payments shall be inclusive of all applicable taxes and other lawful charges.
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## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 94,000.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure, or not award the contract for any justifiable and reasonable grounds.