



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

17 OCT 2024

The Department of Foreign Affairs- Office of Middle East and African Affairs (OMEAA) intends to procure the following, for official use of this Office:

		Office Supplies	Total Cost
1	unit	1 unit Paper Trimmer A4 size	
50	Pack	PRESENTATION FOLDER (for Briefing Paper, Black) 12's/Pack A4	23,321.00
50	Pack	50pack Presentation Folder (for Briefing Paper, Blue Black) 12's/Pack A4	
ICT Office Supplies			
12	Cart	INK CARTRIDGE 682 Black and for HP DeskJet Ink Advance 2777 (for compatibility of the existing fleet)	
4	Cart	TONER CARTRIDGE, HP CB435A, Black (for compatibility of the existing fleet)	35,136.00

TOTAL: 58,457.00

in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act," for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines (GoP).

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than 21 OCT 2024 12:00, subject to the Terms and Conditions provided at the dorsal portion.

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of Technical Specifications and scope of service requirements.

For further information, please contact Ms. Maria Angel Queja with telephone no. 8834-4000 local 3936 or email address at angel.queja@dfa.gov.ph

Thank you.


MARDOMEL CELO MELICOR
 Assistant Secretary

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**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Terms of Reference (TOR)

Project Name :
No. of Items :
Item Specific :
Place of Delivery :

Shopping Procurement of Office Supplies and ICT Supplies
Various indicated below
Office Supplies and ICT Supplies
Office of Middle East and African Affairs
Department of Foreign Affairs
2330 Roxas Blvd., Pasay City, Manila / DoubleDragon (DD) Tower EDSA corner
Macapagal Avenue, Pasay City

Approved Budget:
Terms of Ref. :

Php58,457.00

1. Must agree to the Payment Terms of Send Bill Arrangement
2. Must provide the following Documentary Requirements:
 - a. Valid Philgeps Registration Number
 - b. Copy of ITR
 - c. Copy of current Business Permit/Mayor's Permit
3. Item Specifics
 - a. Office Supplies and ICT Supplies

No.	Unit	Items	Total Cost
1	unit	1 unit Paper Trimmer A4 size	
50	Pack	PRESENTATION FOLDER (for Briefing Paper, Black) 12 s/Pack A4	23,321.00
50	Pack	50pack Presentation Folder (for Briefing Paper, Blue Black) 12 s/Pack A4	
12	Cart	INK CARTRIDGE 682 Black and for HP DeskJet Ink Advance 2777 (for compatibility of the existing fleet)	
4	Cart	TONER CARTRIDGE, HP CB435A, Black (for compatibility of the existing fleet)	35,136.00

- b. Free shipping/delivery costs
- c. Must packed appropriately
- e. The said unit must be of good quality
4. Must NOT exceed the approved budget contract.
5. The service provider must provide a quotation
6. In the case when two or more bidders are determined as the lowest calculated bid, the winning bidder shall be determined by the highest ranking offer based on all submitted quotation.
7. The winning provider shall be notified ahead of time prior the scheduled date and shall deliver the required unit on the date of delivery.
8. Warranty: Replacement of item/s or parts should there be a defects but without fault or misused of the Lessee shall be one year. Within the warranty period, any item with defects that malfunction and cannot be repaired within five days shall be immediately replaced with a new unit of similar specifications
9. Upon delivery of the unit, the provider must submit its billing statement. All payments shall be inclusive of Value-Added Tax (VAT and other lawful charges).

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

DATE: _____
 NAME OF COMPANY/SUPPLIER: _____
 COMPANY ADDRESS: _____
 COMPANY TIN NUMBER: _____
 PHILGEP'S REGISTRATION NUMBER: _____
 NAME OF REPRESENTATIVE/DESIGNATION: _____
 (SIGNATURE OVER PRINTED NAME)

2330 Roxas Blvd., Pasay City, 1300 Philippines
 Tel. No. 8834-4000
 www.dfa.gov.ph

PURCHASE REQUEST
 Department of Foreign Affairs
 Agency

Office: **OMEAA** PR No.: **09-09024**
 Section: Date: 25 SEP 2024
 Date: 17 September 2024 SAI No.:

Stock No.	Unit	Item Description	Qty.	Unit Cost	Total Cost
	unit	1 unit Paper Trimmer A4 size and can cut legal size	1		
	Pack	PRESENTATION FOLDER (for Briefing Paper, Black) 12's/Pack A4	50		23,321.00
	Pack	Presentation Folder (for Briefing Paper, and Blue Black) 12's/Pack A4	50		
	Cart	INK CARTRIDGE 682 Black and for HP DeskJet Ink Advance 2777 (compatibility of the existing fleet)	12		
	Cart	TONER CARTRIDGE, HP CB435A, Black (compatibility of the existing fleet)	4		35,136.00
				TOTAL	58,457.00

Purpose: **For the official use of OMEAA officers and staff**

Signature Printed Name Designation	Prepared by: <i>Maria Angel P. Queja</i> MARIA ANGEL P. QUEJA Property Officer	Approved by: <i>Mardomel Celso D. Melicor</i> MARDOMEL CELO D. MELICOR Assistant Secretary
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