



## REQUEST FOR QUOTATION

04 November 2024

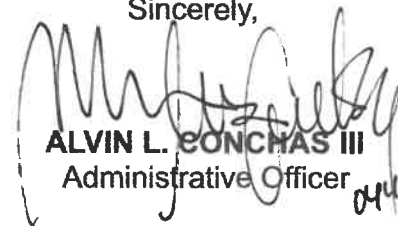
The Department of Foreign Affairs — Office of the Undersecretary for Multilateral Affairs and International Economic Relations (OUMAIER) intends to procure Information and Communication Technology (ICT) Office Supplies through Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Mr. Niño S. Balladolid on or before **12:00 NN on 07 November 2024**, subject to compliance with the Terms and Conditions provided as part of this Request for Quotation (RFQ).

For any further inquiries or clarifications, please feel free to contact us at 8834-3057 or email [nino.balladolid@dfa.gov.ph](mailto:nino.balladolid@dfa.gov.ph).

Thank you.

Sincerely,



**ALVIN L. CONCHAS III**  
Administrative Officer



## **TERMS AND CONDITIONS**

1. Price quotation(s) shall be denominated in Philippine pesos and must include all taxes, duties, and/or levies payable.
2. The Approved Budget of the Contract is Seventy-One Thousand Four Hundred Ninety Pesos (PhP 71,490.00) only.
3. The award of the contract shall be made to the lowest quotation that complies with the technical specifications, requirements, and other terms and conditions stated herein.
4. The item(s) shall be delivered according to the accepted offer of the bidder.
5. The supply and delivery of the goods shall be completed within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).
6. Interested service providers shall also submit a copy of their PhilGEPS Registration and their 2024 Mayor's or Business Permit.
7. Payment shall be made after delivery and upon submission of the complete required supporting documents through LDDAP, subject to government accounting, budgeting, procurement, and auditing rules and regulations.

Please note that any corresponding bank transfer fee shall be chargeable to the account of the supplier, contractor, or consultant.

8. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
9. All equipment must be covered by a warranty for parts and services for a period of at least one (1) year. The warranty period shall commence upon acceptance of the goods or items.
10. The RFQ, Purchase Request, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.