



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

Date: 12 November 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 **15 November 2024** at **12:00 noon**.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
1,000	Piece	Technical Specifications Item: Book Specifications: Size: Spread: (16.52 x 8.66 inches) + 7.09" Flap Front and Back Folded: 8.26 x 8.66 inches Stocks Cover: C2S 220 Inside: Matt 120 Colors Cover: Full x Full Inside: Full x Full No. of Pages 100 pages + cover Others With Smythe Sewing		

		<p>With Perfect Binding With Matt & Spot UV Lamination 1 side on the cover File Supplied (1 set of Digital Proof only)</p> <p>Process: Offset Printing</p> <p>Post-Press/Packaging:</p> <ul style="list-style-type: none"> • Publisher must conduct thorough quality assurance of the final printed copies before delivery • Printing of one (1) mock-up before submission of final draft before printing • Inclusive of delivery and packaging of items (pre-packed in 20 pieces per packaging) 		
		(Please See Attached Purchase Request)		
		XXXX Nothing Follows XXXX		
			ABC	310,000.00 (inclusive of taxes and other fees)

Terms and Conditions:		Pls check to comply/Signify compliance
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 book using a similar type of paper for the cover and inside pages as well as the print process applied 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 (not necessarily the exact book to be printed) within the set time frame will automatically disqualify a prospective supplier.		

5. Supplier must be or has been ISO Certified and recognized/won awards in the printing industry		
6. Supplier must have worked previously with reputable private and government agencies or printed government/GOCCs publications		
Delivery		
1. Printed copies of the book shall be delivered on or before (30) calendar days after approval of final proofs. 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		
Terms of Payment:		
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		
Documentary Requirements:		
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 Book (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		
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CONFORME/SIGNATURE:	
CONTACT PERSON:	
COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

(ORIGINAL SIGNED)

ARIEL A. GONZALES

Canvasser/ Property Officer

Office of Public Diplomacy

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opd.div1@dfa.gov.ph