



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

15 November 2024

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Two Hundred (200) sets of Traveling Kits as Tokens for individual members and staff of Philippine Congress.

In view of the above, kindly refer to the following:

TERMS OF REFERENCE

PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC)
<p>PROCUREMENT OF TRAVEL KITS (Two Hundred [200] Sets)</p> <ul style="list-style-type: none">• <u>Two Hundred (200) pieces Passport Holder</u> Material: Genuine Leather Color: Brown <p>Number of Sleeve Pockets: Two (2) With 1.5 square inch debossed DFA logo on the left inside sleeve</p> <p>Spread Dimensions: Width: 21 centimeters Length: 13.5 centimeters</p> <p>Closed Dimensions: Width: 10.5 centimeters Length: 13.5 centimeters</p> <ul style="list-style-type: none">• <u>Two Hundred (200) pieces Luggage Tag with strap and buckle lock</u> Material: Genuine Leather Color: Brown	<p>PhP 215,000.00</p>

<p>Dimensions: Width: 7 centimeters Length: 11.5 centimeters Window: Plastic with material cover</p> <ul style="list-style-type: none">● Packaging: Covered hard box and paper bag● Color: Plain color	
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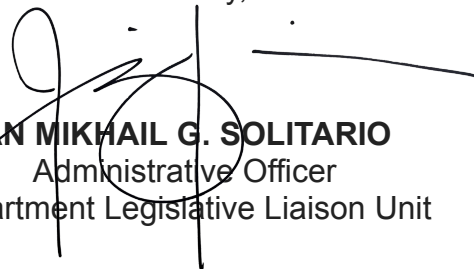
- Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable; and
- Bidders should accept a send-bill payment arrangement.
- Payment will be done in compliance with the government prescribed accounting and auditing requirements;
- Bidders shall comply with the technical specifications attached to the Request for Quotation/TOR; and
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act. Bidders must provide a copy of the latest PHILGEPS Certificate of Membership, Business/Mayor's Permit and latest Income Tax Return (ITR).

Please quote your best offer, subject to the terms and conditions provided above. Your good office may send your quotation duly signed by the authorized representative not later than **18 November 2024, 12:00 NN** to the email address bac.secretariat@dfa.gov.ph.

I look forward to your continued cooperation on matters of mutual concern. Thank you.

Sincerely,



JAN MIKHAIL G. SOLITARIO
Administrative Officer
Department Legislative Liaison Unit