



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of the Undersecretary for Administration (OUA) intends to procure Procurement of Three (3) PDF Tool Licenses for the Official Use of UA Personnel through Small Value Procurement (Sec. 53.9) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Ma. Vina Carmina D. Corpuz on or before **17 December 2024, 12NNI**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Ma. Vina Carmina D. Corpuz**

Email: [vina.corpuz@dfa.gov.ph](mailto:vina.corpuz@dfa.gov.ph)

Office Address: 8th Floor, DFA Temporary HQ, Double Dragon Tower 2,  
2850 Epifanio De Los Santos Avenue, Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and 2024 Mayor's or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarifications, you may send an email to the Office of the Undersecretary for Administration (OUA) at [vina.corpuz@dfa.gov.ph](mailto:vina.corpuz@dfa.gov.ph).

Thank you.

Very truly yours,

  
**JOSE JUANCHO A. PEREZ**  
Administrative Officer

Pasay City, 14 December 2024

## INSTRUCTIONS

***Failure to follow these instructions will disqualify your entire quotation.***

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted physically or via electronic mail at [vina.corpuz@dfa.gov.ph](mailto:vina.corpuz@dfa.gov.ph).
5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. Item/s delivered shall be inspected on the scheduled date and time of the DFA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
9. Payment shall be made after delivery and upon the submission of the complete, required supporting documents through LDDAP, subject to government accounting, budgeting, procurement, and auditing rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.
11. 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.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Boulevard, Pasay City, Metro Manila

**PURCHASE REQUEST**

**12-04524**

Department: The Undersecretary for Administration

P.R. No. \_\_\_\_\_ Date: \_\_\_\_\_

Section: \_\_\_\_\_

P.R. No. \_\_\_\_\_ **13 DEC 2024**

STOCK NO.	UNIT	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
1	unit	PDF Tools License Subscription  1-year subscription  Features: Edit text and images Create templates/forms Organize and reorder pages Merge and split PDFs Add comments and mark up Redact information Rotate and crop Export and protect PDFs Compress and convert PDFs Optical Character Recognition (OCR) Insert e-signatures Share and review PDFs  should be compatible with the Department's security system/measures	3	20,000.00	Php 60,000.00
xxx	xxx	xxx	xxx	xxx	xxx
				<b>Total ABC</b>	<b>Php 60,000.00</b>

Purpose:

For the official use of UA office (BAC, BAC-Comms, QMS, BFSA, UA-Comms).

Requested by:

Approved by:

Signature:

Printed Name:

Designation:

*Ma. Vina Carmina D. Corpuz*  
**MA. VINA CARMINA D. CORPUZ**

Property Officer

*Paulo V. Saret*  
**PAULO V. SARET**

Acting Senior Special Assistant

*JS*