

REQUEST FOR QUOTATION

Date: 18 December 2024

Sir/Madam:

The Department of Foreign Affairs Human Resources Management Office (DFA-HRMO) intends to procure services for the Arts and Crafts Workshop of the DFA Day Care Center.

The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Philippine Government Procurement Law.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Terms of Reference. You may submit your Quotation duly-signed by you or your authorized representative not later than **23 December 2024, 12 NN.**

For further Information about this procurement and the submission of quotations, please kindly contact Ms. Marifi Guibone at email address marifi.guibone@dfa.gov.ph or Ms. Carina Ramos at hrmo.daycare@dfa.gov.ph.

Thank you,



CHRISTOPHER B. MONTERO
Assistant Secretary
Human Resources Management Office

TERMS OF REFERENCE
DFA Day Care Arts and Craft Workshop
Approved Budget for Contract (ABC): Php 87,000

I.	<p>Background The Human Resources Management Office (HRMO) intends to provide arts and crafts workshops for the students of the DFA Day Care Center ages three to six years old. The workshop aims to harness the motor and problem-solving skills of the Day Care children, and also boost their creativity, focus and confidence at the end of every activity.</p>	
II.	<p>Objective To procure service(s) that will provide both materials and in-person guidance on the arts and crafts activities of the students. It is envisioned that, at the end of the workshops, the students have gained increased creativity and confidence in expressing themselves through their artworks.</p>	
III.	Technical Specifications	STATEMENT OF COMPLIANCE
	Particulars	Qty
	At least four (4) face-to-face workshops on arts and crafts for the DFA Day Care students and an exhibit of the children's works at the end of the last session.	4
	<p>SERVICE PROVIDER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • The Service Provider shall have the necessary credentials to carry out the project • The Service Provider shall develop modules for the proposed art and craft activities of the Day Care students • The workshops shall be conducted in-person • The Service Provider shall conduct the workshop in-person. • The Service Provider shall hold an exhibit that will showcase the artworks of the students • The Service Provider shall provide HRMO of its overall assessment of the program and its recommendations for reference of the DFA. 	
IV.	<p>SERVICE PROVIDER QUALIFICATIONS</p> <ul style="list-style-type: none"> • The provider must have sufficient years of competencies and experience in providing and conducting arts and crafts workshops. • The provider must have the capability, resources, and experience in partnering with private corporations/government agencies (The provider must submit a company profile as a basis which may be incorporated in the proposal to be submitted). • The service provider must have an ITR, necessary business permit, and is registered with PhilGEPS in compliance with the government's procurement regulations 	

V.	Payment <ul style="list-style-type: none">• Send bill arrangement• All payments shall be inclusive of all taxes and other government/lawful charges.	
VI.	DATE OF SUBMISSION <ul style="list-style-type: none">• 23 December 2024, 12NN	

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: