

REQUEST FOR QUOTATION

Date: **18 December 2024**

Sir/Madam:

The Department of Foreign Affairs Human Resources Management Office (DFA-HRMO) intends to procure twenty-five (25) sets of learning kits, other supplies and semi-expendable machinery, furniture and fixtures and equipment for the use 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 Procurement Request (PR) and Terms of Reference. You may submit your Quotation duly-signed by you or your authorized representative not later than **23 December 2024, 12 NN.**

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Ms. Marifi Guibone at email address marifi.guibone@dfa.gov.ph or Ms. Carina Ramos at hrmo.daycare@dfa.gov.ph.

Very truly yours,



CHRISTOPHER B. MONTERO
Assistant Secretary

TERMS OF REFERENCE
DFA DAY CARE LEARNING KITS, SEMI-EXPENDABLE, OTHER
SUPPLIES AND EQUIPMENT
APPROVED BUDGET FOR THE CONTRACT (ABC): Php 200,000

I.	Background	The Human Resources Management Office (HRMO) intends to procure learning kits, other office supplies and equipment for the use of the Day Care Center of the Department of Foreign Affairs.		
II.	Objective	To procure learning kits, other supplies and equipment to support the learning process and the operations of the DFA Day Care Center.		
Technical Specifications				STATEMENT OF COMPLIANCE
		The supplier shall deliver the following supplies and equipments		
	ITEMS	UNIT	QTY	
	1 Box Pencil #2 with Eraser 12s	set	25	
	1 Piece 2-hole Pencil Sharpener			
	2-3 Piece per pack colorful Plastic or Rubber Eraser			
	1 Box Large Crayons 16s			
	1 Box Colored Pencil 12s			
	1 Box Super Tips Washable Marker 10s			
	1 box water color palette 16 colors			
	2-3 Pieces per pack White Board Marker assorted color with eraser			
	3-piece per pack assorted color (black, blue, red) Ball pen retractable			
	3-piece per pack Glue Stick 15 gr			
	1 Piece Small White Board 12x 16"			
	1 Piece Plastic Ruler 12"			
	1 Piece Scissors 5" (children's scissors)			

1 Illustration Board 15x20 inches			
1 Pack Assorted colored paper 20s per pack			
1 Pack Short Kraft Folder 10s			
1 Pack Long Kraft Folder 10s			
1 Pack Short Envelope 25s			
1 Pack Long Envelope 25s			
1 Pack A4 Matte Sticker Paper 10s			
1 Pack A4 Glossy Sticker Paper 10s			
1 Pack A4 White Vellum Board 200gsm 10s			
1 Pack A4 Glossy Photo Paper 180gsm 10s			
1 Pack A4 Matte Photo Paper 180 gsm 10s			
1 Pack A4 Parchment Paper 180 10s			
1 Pack Big Popsicle Sticks Colored 50s			
1 Piece Clear Tape 18mm			
1 Piece Clear Packing Tape 48mmx80m			
1 Piece Masking Tape 36mmx30y			
1 Piece Double Sided Tape 12-18mm			
1 Piece Laminating Film 125micron 10s			
1 Piece Laminating Film 250micron 10s			
1 Pack Clay dough 6- 10's			
2 Piece Drawing book 9x12" 20 sheets			
1 Piece Blank Canvas 8'x10' 290gsm			
1 Piece Pattern Writing Book			
1 Box Facemask for Kids 50s			
2 Pieces Cartolina (Assorted Color)			
OTHER SUPPLIES			

	Heavy Duty Rubber Floor Mats, non-slip	piece	2	
	Adult Facemasks	box	20	
	Gloves	box	5	
	Heavy duty hard hat for kids	piece	25	
	Self Washing Spin Mop (All-in-one) with 2 extra mop	set	2	
	SEMI-EXPENDABLE OFFICE EQUIPMENT			
	Heavy-duty laminating Machine	piece	1	
	Heavy duty paper cutter	piece	1	
	12-in-1 Craft Paper Cutter	piece	1	
	SEMI-EXPENDABLE OTHER EQUIPMENT			
	Vacuum Cleaner steamer; heavy duty	piece	1	
	Automatic Alcohol Dispenser with pole and undertray	piece	2	
	SEMI-EXPENDABLE FURNITURE AND FIXTURES			
	Tables for kids 77x55 cm assorted color	piece	20	
	Chairs for kids	piece	20	
	White board with stand 4 (W)x8 (L)feet, with reversible cork board	piece	1	
IV	SUPPLIER/PROVIDER'S RESPONSIBILITIES: <ul style="list-style-type: none"> ❖ The Supplier must deliver the above items 2-3 weeks from receipt of Notice to Proceed ❖ The Supplier shall ensure the quality of the items procured. If the consumable items are found to be of inferior quality or pose hazards to health and safety, such as food poisoning or spoilage, the DFA reserves the right to return the items, or for the supplier to replace the items of equal or superior quality, and in case of failure or refusal, to file a complaint against the supplier or provider ❖ The Supplier must submit PhilGEPS registration, latest ITR and mayor/business permit. ❖ Price quotation/s must be denominated in Philippine currency and shall include all taxes, duties and levies payable, and delivery charges. ❖ The Department reserves the right to reject any and all quotations, declare a failure of bidding or not award the contract on reasonable grounds. 			

V	<p>SUPPLIER/PROVIDER'S QUALIFICATIONS</p> <ul style="list-style-type: none"> ❖ The Supplier/Provider must have the capability, resources and experience in partnering with public or private corporations. The Supplier/Provider must submit a company profile as a basis.. ❖ The Supplier/Provider must be a registered company in the Philippines, with the necessary business permit, and BIR and PhilGEPS registered, in compliance with the government's procurement regulations.
VI.	<p>PAYMENT TERMS</p> <ul style="list-style-type: none"> ❖ Send-bill arrangement
VII	<p>COMPANY NAME/SUPPLIER:</p>
	<p>COMPANY ADDRESS:</p>
	<p>CONTACT PERSON</p>
	<p>CONTACT DETAILS</p>