



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

24 December 2024

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol requests your quotation for the following supplies with respective specifications attached.

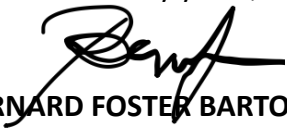
- Large Document Envelope with Coat of Arms in Dry Seal
- Small Document Envelope with Coat of Arms in Dry Seal
- Plike Royal Blue Folder
- Guest Book with DFA Logo
- Condolence book
- Black Signing Leatherette Folder with DFA Logo
- Black Signing Leatherette Folder without DFA Logo
- Speech Folder in Black with DFA Logo in Gold
- A4 with DFA Letterhead
- Place Cards (Medium) with colored DFA Logo Front and Back
- Place Cards (Small) with colored DFA Logo Front and Back
- Place Cards (Large) with colored DFA Logo Front and Back
- Menu Card
- Letter of Credence Folder

In this regard, this Office requests a quotation following the attached specification and terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 197,000.00 only. Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **27 December 2024, 1200H.**

For further information, feel free to call us at 09604737223 or send an email to op@dfa.gov.ph

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,


BERNARD FOSTER BARTOLOME
Property Officer

TERMS OF REFERENCE

OFFICE: Office of Protocol

PROJECT: Office Supplies/ Other Office Supplies

This project requires the service of a printing company that can provide the below Office Supplies/Other Office Supplies customized for the use of the Office of Protocol with quoted price not exceeding the approved budget of Php 197,000.00, and shall comply with the enumerated Specifications and Terms of Reference below:

A. SPECIFICATION:

- ***Large Document Envelope with Coat of Arms in Dry Seal***

Folded Size	:	10" x 15"
Spread Size	:	21.375" x 29.25"
Paper	:	Special Paper 220 gsm
Color	:	beige
Others	:	No print With Dry Embossed Coat of Arms With die cut, scoring, perforation, folding, gumming and Assembly
Quantity	:	100 Pieces

- ***Short Document Envelope with Coat of Arms in Dry Seal***

Folded Size	:	9" x 12"
Spread Size	:	21.375" x 29.25"
Paper	:	Special Paper 220 gsm
Color	:	beige
Others	:	No print With Dry Embossed Coat of Arms With die cut, scoring, perforation, folding, gumming and Assembly
Quantity	:	200 Pieces

- ***Plike Royal Blue Folder***

Spread Size	:	23.5" x 19.5"
Folded	:	11" x 16"
		With 0.50" backbone expandable With 3.5" flap
Paper	:	Plike Royal Blue 330 gsm
Others	:	With die cut, double scoring, folding, gumming and assembly With silver stamping (DFA logo and text)
Quantity	:	100 Pieces

- **Guestbook with DFA Logo**

Size : 11" x 17"
Paper : Book 60 (125 Pages)
Cover : Hardbound
Others : Leatherette Red Paper Cover
With gold stamp text "Department of Foreign Affairs"
With full color logo DFA Coat of Arms inside each
Page
Quantity : 2 Pieces

- **Condolence book**

Size : 8 ¼ x 11 ¾ (A4)
Paper : Venus Woven White 100 gsm.
Inside Pages : 80 sheets, no print
Cover : Black Hardbound Leatherette
Others : with gold stamp DFA logo
Quantity : 4 Pieces

- **Black Signing Leatherette Folder with DFA Logo**

Folded Size : L - 12.65" x W - 9.25"
Spread Size : 18.15"
Inside : Felt paper texture inside
Cover : Leatherette
Others : With inner spine with 3 holes
With Gold Philippine Official Coat of Arms in the
cover
With border in gold
Quantity : 10 Pieces

- **Black Signing Leatherette Folder without DFA Logo**

Folded Size : L - 12.65" x W - 9.25"
Spread Size : 18.15"
Inside : Felt paper texture inside
Cover : Leatherette
Others : With inner spine with 3 holes
Quantity : 10 Pieces

- **Speech Folder in Black with DFA Logo in Gold**

Spread Size : 21" x 15.5"
Folded : 10.5" x 15.5"
Others : Royal Blue Hardbound Leatherette
with DFA Logo in Gold and

Quantity : Yellow Felt paper texture inside
: 10 Pieces

- **A4 with DFA Letterhead**

Size : A4 size bond paper
Paper : Book 60
Others : With colored printed Full Color DFA seal
Quantity : 5 Reams

- **Place Cards (Medium) with colored DFA Logo Front and Back**

Folded Size : 2.75 x 7.25"
Spread Paper : 5.50 x 7.25"
Others : Special paper 240 GSM
with colored stamp coat of arms only
with Scoring
Quantity : 1,500 Pieces

- **Place Cards (Small) with colored DFA Logo Front and Back**

Folded Size : 2 3/8" x 4"
Spread Size : 4 3/4" x 4"
Others : Special paper 240 GSM
with gold stamp coat of arms only front and back
with Scoring
Quantity : 1,500 Pieces

- **Place Cards (Large) with colored DFA Logo Front and Back**

Folded Size : 12" x 3.25"
Spread Size : 12" x 6.5"
Others : Fold Cote 12 SW paper
with full color coat of arms only front and back
with Scoring
Quantity : 1,500 Pieces

- **Letter of Credence Folder**

Folded Size : 10.5" x 15.5"
Spread Size : 21" x 15.5"
Others : No inside print, Red hardbound Leatherette
with DFA Logo in Gold, Book 60 Paper texture inside
Quantity : 50 Pieces

- **Menu Card**

Size : 7.5" x 5"
Color : No Print
Paper : Special Paper 270 GSM

Others : With gold stamp coat of arms logo and die cutting
Quantity : 1,500 Pieces

B. TERMS OF REFERENCE

1. Bidder should submit its quotation in their company letterhead signed by the official signatory of the company.
2. For ease of transaction and communication, Bidder must be located within the Metro Manila.
3. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
4. Bidders should accept a **send-bill payment arrangement**.
5. Authorized Signatory: **ARIEL RODELAS PEÑARANDA**
Assistant Secretary
Office of Protocol
6. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:
 - Proof of valid PhilGEPS registration;
 - Copy of current Mayor's Permit;
 - Copy of BIR Certificate of Registration;
 - Copy of latest Income Tax Return

Contact Person Details: Mr. Bernard Foster Bartolome +639604737223 /
op@dfa.gov.ph