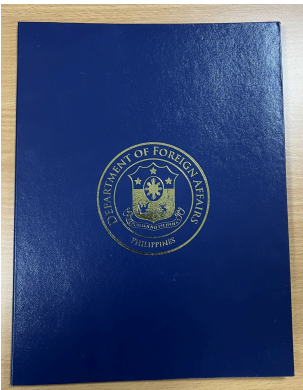
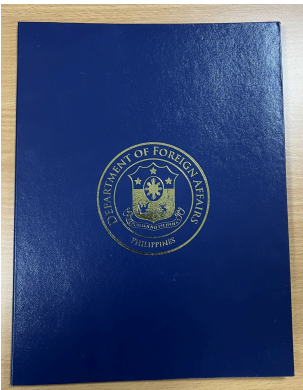
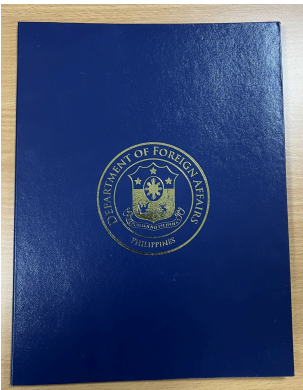


TECHNICAL SPECIFICATIONS

OFFICE : Human Resources Management Office
PROJECT : Procurement of Certificate Holder with DFA Logo

I.	<p>BACKGROUND</p> <p>The Department of Foreign Affairs (DFA) will confer awards and recognition to its employees for their exemplary performance of their duties during the its celebration of its 127th founding anniversary</p>				
II.	<p>BUDGET</p> <p>The Approved Budget for the Contract (ABC) is Eighty-Eight Thousand Two Hundred Pesos (Php 88,200.00), inclusive of taxes, bank charges, and other lawful fees.</p>				
III.	<p>SCOPE OF WORK</p> <p>The Supplier shall deliver nine hundred (900) pieces of A4-size customized certificate holders with printed DFA logo to the End-user.</p>				
IV.	<p>TECHNICAL SPECIFICATIONS</p> <table border="1"> <thead> <tr> <th>Quantity</th><th>Item/Description</th></tr> </thead> <tbody> <tr> <td>900 pieces</td><td> <p>Customized Certificate Holder</p> <p>Material: Paper chipboard or paperboard; Leatherette or leather-like material White book paper for inside cover; Blue ribbon tabs on the inside corners;</p> <p>Color: Folder: Royal Blue (similar to “DFA Blue”; Hex Code: #022A68); Logo Stamp: Darker shade of Gold (Hex Code: #A98D43)</p> <p>Size: Should fit an A4-size paper inside</p> <p>Sample photos:</p> <div style="text-align: center;">  <p><i>Front</i></p> </div> </td></tr> </tbody> </table>	Quantity	Item/Description	900 pieces	<p>Customized Certificate Holder</p> <p>Material: Paper chipboard or paperboard; Leatherette or leather-like material White book paper for inside cover; Blue ribbon tabs on the inside corners;</p> <p>Color: Folder: Royal Blue (similar to “DFA Blue”; Hex Code: #022A68); Logo Stamp: Darker shade of Gold (Hex Code: #A98D43)</p> <p>Size: Should fit an A4-size paper inside</p> <p>Sample photos:</p> <div style="text-align: center;">  <p><i>Front</i></p> </div>
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		<div data-bbox="730 212 1184 551" data-label="Image"> </div> <p><i>Inside</i></p> <div data-bbox="815 600 1083 954" data-label="Image"> </div> <p><i>Back</i></p>	
V.	SUPPLIER'S OBLIGATIONS <ul style="list-style-type: none"> • The Supplier shall ensure that the design of the customized certificate folder shall conform to the preferred design of the DFA. • The Supplier shall present a sample of the folder within three (3) days upon the issuance of the Notice to Proceed. • The Supplier shall obtain the concurrence of the end-user before reproducing the rest of the certificate holders. • The Supplier shall submit all the documentary requirements to facilitate the payment for the procured goods. 		
VI.	DOCUMENTARY REQUIREMENTS <p>Interested supplier is requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Price quotation valid until date of the delivery 2. Valid PhilGEPS registration 3. Valid Business Permit / Mayor's Permit 4. Latest Income Tax Return duly filed with the Bureau of Internal Revenue (BIR). 		

VII.	DELIVERY The complete delivery of the folders shall be within fifteen (15) working days from the receipt of the approved Purchase or Job Order.
VIII.	PAYMENT <ol style="list-style-type: none"> 1. Send-bill arrangement under government terms. 2. Payment shall be made within sixty (60) working days upon the Contractor's complete submission of the delivery receipt, sales invoice, provisional receipt and other supporting documents, and audited by Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 3. All payments shall be inclusive of all applicable taxes and other lawful charges. Non-Landbank of the Philippines account holders will bear the bank charges upon transfer of payment by the End-user.

TERMS AND CONDITIONS

1. The **Approved Budget for the Contract (ABC) is Php 88,200.00**, inclusive of applicable taxes, bank charges, and other lawful fees.
2. Quotations exceeding the ABC shall be rejected.
3. The price quotation/s should be denominated in Philippine pesos and shall include all taxes, duties, and/or levies payable.
4. Compliance with the requirements is requested for the Department to consider the offer.
5. The Department reserves the right to reject any and all quotations and declare a failure or not to award the contract for any justifiable and reasonable grounds.