



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



UNDERSECRETARY FOR BILATERAL RELATIONS AND ASEAN AFFAIRS

28 March 2025

Dear Sir/ Madam

The Department of Foreign Affairs – Office of the Undersecretary for Bilateral Relations and ASEAN Affairs (OUBRAA) intends to procure gifts/ tokens for the official use of OUBRAA, in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In this regard, please submit your duly signed quotation addressed to Ms. Anna Lee Lamigo, Property Officer, on or before 31 March 2025, 12:00 NN subject to the compliance with the Terms of Reference attached to this Request for Quotation (RFQ):

Anna Lee Lamigo

Email: annalee.lamigo@dfa.gov.ph

Office Address: 11th Floor, DFA Temporary HQ, Double Dragon Tower
DD Meridian Avenue cor. EDSA Extension, Pasay City

Should you require further clarifications, you may send an email to the OUBRAA at annalee.lamigo@dfa.gov.ph

Thank you.

Very Truly Yours,


Reichelle V. Corpuz
Administrative Officer

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : **Office of the Undersecretary for Bilateral Relations and ASEAN Affairs (OUBRAA)**

PROJECT : **PROCUREMENT OF GIFTS/ TOKENS FOR THE OFFICIAL USE OF THE OFFICE OF THE UNDERSECRETARY FOR BILATERAL RELATIONS AND ASEAN AFFAIRS (OUBRAA)**

ABC : PHP 110,000.00

The Office of the Undersecretary for Bilateral Relations and ASEAN Affairs (OUBRAA) intends to procure gifts/ tokens, as per specifications/ terms indicated below:

Qty	Particular	Statement of Compliance
10 pieces	Stonecraft Utility Box - Big <ul style="list-style-type: none">• Made of fiber glass and stone with resin lamination.• Various PH designs (e.g. jeepney, sampaguita, kalesa) inlaid with semi-precious stones (e.g. jade, agate, onyx, petrified wood)• Size: 7.5" (L) x 5.1" (W) x2.5" (H)• With individual packaging (brown or black box)	
10 pieces	Stonecraft Utility Box – Square <ul style="list-style-type: none">• Made of fiber glass and stone with resin lamination.• Various PH designs (e.g. jeepney, sampaguita, kalesa) inlaid with semi-precious stones (e.g. jade, agate, onyx, petrified wood)• Size: 4.5" x 4.5" x 2.1• With individual packaging (brown or black box)	
5 pieces	Stonecraft Round Décor <ul style="list-style-type: none">• Made of fiber glass and stone with resin lamination.• Various PH designs (e.g. jeepney, sampaguita, kalesa) inlaid with semi-precious stones	

	(e.g. jade, agate, onyx, petrified wood) <ul style="list-style-type: none"> • Size: 12” diameter • With stand • With individual packaging (brown or black box) 	
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Documentation:

1. Bidders/Service Providers must be able to submit the following documents:
 - 1.1. Proof of **valid** PhilGEPS registration;
 - 1.2 Copy of **current/ valid** Mayor’s Permit or Certificate of Platinum Membership (if PhilGEPS platinum member)
 - 1.3 Copy of BIR Certificate of Registration;
 - 1.4 Latest Income Tax Return (ITR) – the ITR must have a screenshot of the eFPS Filing Reference Number or proof of payment via eFPS or stamp of the RDO or AABs
2. The Quotation/s should indicate the **total price (inclusive of the applicable taxes and fees)** and shall not exceed the Approved Budget for the Contract (ABC) at **PHP 110,000.00**;
3. Payment should be **“Send Bill”** arrangement;

Contact persons/ detail: **Ms. Anna Lee C. Lamigo/** (0917) 557-5426

Email: annalee.lamigo@dfa.gov.ph

Note:

1. Item number 1 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be tagged as **FAILED**.
2. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.

Conforme:

Signature over Printed Name: _____

Position: _____

Company Name: _____

Date: _____