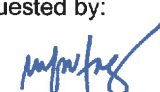



## PURCHASE REQUEST

Entity Name: Department of Foreign Affairs

Fund Cluster: \_\_\_\_\_

Office/Section: _____		PR No.: <u>2025-04-0176</u>		Date: <u>08 APR 2025</u>	
Overseas Voting Secretariat		Responsibility Center Code: _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Sofa Set (leather/fabric with coffee table or centre table)	2		284,000.00
	pc	Conference Chairs	15		
	pc	Narrow Side Table, wooden- long	2		
	pc	Closet Cabinet (wooden)	1		
	pc	Book shelves-wooden (4-6 layers) <i>rt</i>	2		
		XXXXXXXXXXXXXXXXXX			
		<b>T O T A L</b>	<b>In Pesos</b>		<b>284,000.00</b>
Purpose:		For the official use of Overseas Voting Secretariat.			
Requested by:		Approved by:			
Signature: 					
Printed Name: <b>EVELYN A. FRUTAS</b>		<b>ROBERT D. QUINTIN</b>			
Designation: Property Officer		Vice Chairperson, OVS			



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OVERSEAS VOTING SECRETARIAT

TERMS OF REFERENCE

Customer's Name : DFA- Overseas Voting Secretariat  
Address : 10<sup>th</sup>/Floor, Double Dragon Tower, Double Dragon  
Meridien Park Avenue, Edsa Extension, Bay Area,  
Pasay City

Product/Item Description & Requirements:

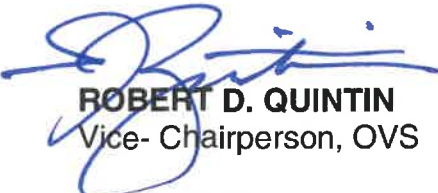
A. PROCUREMENT OF SOFA, and CENTER / COFFEE TABLE		COMPLIANT (YES/NO)	QUANTITY
1. SOFA SET: (Leather or Fabric) Dimension/Features: 3-seater sofa (2 pcs)	W-180 to 240 cm Depth: 81 to 102 cm H: 76 to 91 cm Seat height from the floor: 30 to 44 cm		2 sets (3-1-1)
1-seater sofa (4 pcs)	W: 81 to 102 cm Depth: 81 to 102 cm H: 76-91 cm Seat Height from the floor: 30 to 44 cm		
Sofa Design	Standard		
Back Type	Loose		
Arm Type	Square Arms		
Color	Beige, light Brown, Gray or Black		
Upholstery Material	Guaranteed branded foam inside		
Frame Material	Solid Wood		
Fill Material	Foam		
Back Fill Material	Foam		
Leg Material	Wood		
Seating Capacity	3 seater 1 seater		
Assembly required	Yes		
Product warranty	Minimum of six months		
2. CENTER/COFFEE TABLE (to align with the height of sofa)			2 pcs
Dimensions/Features:			
Length (can vary)	91 cm to 122 cm		
Width (can Vary)	46 cm to 61.00 cm		
Height (Tall)	40 cm to 46 cm		
Product type	Center/Coffee table Rectangular		

Table top shape	Round (76 to 91 cm) Square ( 91x91 cm)		
Top and base Material	Solid wood Base, metal frame with tempered glass on top		
Table base type	4 legs		
Color:	Natural brown, beige or gray (tempered glass on top)		
Assembly required	YES		
Product warranty	Minimum of 6 months		
<b>B. PROCUREMENT OF CONFERENCE CHAIRS:</b>			
<b>Dimensions/Features:</b>			15 pcs
Dimensions: LWH	Standard: L- 560mm, W- 600 mm,H-930mm		
Color	Black		
Special Features	Adjustable Height, 360-degree Swivel, Seat Tension Adjustment, Arm rest, Rolling		
Material	Nylon or leatherette upholstered seat and backrest and padded steel armrests		
Frame Material	Metal		
Product warranty	Minimum of 6 months		
<b>C. PROCUREMENT OF FURNITURE</b>			
<b>1. Narrow Side Table (Long)</b>			1 piece
<b>Dimensions/Features:</b>			
Size: Length, Height, Width	L-120cm, H-100.2 cm, W-20 cm (can vary)		
Color:	Natural/light brown + black frame or any matching color		
Material:	Iron/wood frame plus wooden board (top)		
Style:	two layers		
Assembly required	Yes		
Product warranty	Minimum of 6 months		
<b>2. Closet Cabinet (Wooden)</b>			1 piece
<b>Dimensions/Features:</b>			
Style:	2-door, no shelf on one side (with hanging rod) and 3-5 shelves on the other side		
Size: HDW	183 to 200cm x47cm x 100 to 130cm		
Material:	Solid wood		
Color:	Natural/ light brown		
Assembly required	Yes		

Product warranty	Minimum of 6 months		
<b>3. Bookshelf (Wooden)</b>			1 piece
<b>Dimensions/Features:</b>			
Size: Height, Width, Depth, space size of layers	H:134 to 200cm W:110 to 120cm D: 25 to 35 cm space size of layers: 29.8 cm		
Color:	Natural/light brown		
Style:	4-6 layers shelf with possible 2 to 3 cubicles		
Assembly required	Yes		
Product warranty	Minimum of 6 months		
<b>APPROVED BUDGET FOR THIS CONTRACT:</b>		<b>Php 284,000.00</b>	
<b>TERMS OF PAYMENT</b>	1. The service provider shall indicate its official account bank details in the invoice of Statement of Account. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).  2. Payments shall be made within 30 working days upon receipt of required documents and audited by the OFMS-FRMD.  3. Payments shall be inclusive of all applicable taxes and other lawful charges. Failure to comply with the terms and Conditions of the Contract will result in the payment of corresponding penalties based on the Contract price.		
<b>Documentary Requirements</b>	The Company/Bidder should submit the following requirements: 1. Valid PhilGEPS' Registration; 2. Updated Mayor's Permit or Business Permit; and 3. Latest Income Tax Return (ITR).		
<b>DELIVERY:</b>	Free delivery of items/products within 30 days upon signing of Contract/JO.		

For inquiries, you may reach Ms. Evelyn at mobile number +63 9175133360 or through email at [ovs@dfa.gov.ph](mailto:ovs@dfa.gov.ph) or [evelyn.frutas@dfa.gov.ph](mailto:evelyn.frutas@dfa.gov.ph).

**NOTE:** The Providers must state compliance to each of the provisions in the Terms of Reference (TOR)/Description. The Statement of Compliance must be signed by the authorized representative of the Provider. This form together with the quotation addressed to OVS Vice-Chairman **ROBERT D. QUINTIN** should be submitted on or before date indicated in the Terms of Reference (TOR).



**ROBERT D. QUINTIN**  
Vice- Chairperson, OVS

**CONFORME:**

**Signature/s:**

**Name of the Bidder or Authorized Representative/s:**

**Position:**

**Date:**