



DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS

REQUEST FOR QUOTATION

Date: **7/23/2025**

The Department of Foreign Affairs — Office of Treaties and Legal Affairs (DFA - OTLA) intends to procure common-use office supplies currently not available in PhilGeps through shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184."

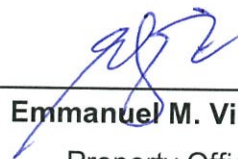
Please submit your duly signed quotation addressed to DFA-OTLA Double Dragon Tower, Meridian Park Avenue EDSA Extension, on or before 28 July 2025 @ 12 o'clock noon, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Email: emmanuel.vicencio@dfa.gov.ph

Office Address: DFA-OTLA Double Dragon Tower, Meridian Park
Avenue EDSA Extension, Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and Mayor's or Business Permit along with the quotation on or before the above specified deadline of submission of quotation."

For any clarifications, you may send an email to <emmanuel.vicencio@dfa.gov.ph>



Emmanuel M. Vicencio
Property Officer

INSTRUCTIONS

Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e. a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted physically or via electronic mail at:

emmanuel.vicencio@dfa.gov.ph

5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/ Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. Item/s delivered shall be inspected on the scheduled date and time of the DFA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
9. Payment shall be made after delivery and upon the submission of the complete, required supporting documents through LDDAP, subject to government accounting, budgeting, procurement, and auditing rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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**After having carefully read and accepted the Instructions and Terms and Conditions,
I/we submit our quotation/s for the item/s as follows:**

REQUIRED DETAILS

Company/Business Name:

Business Address:

Business/Mayor's Permit No.:

PhilGEPS Registration Number:

Authorized Representative:

Contact Number:

Contact Email:

TECHNICAL SPECIFICATIONS

Minimum Technical Specifications	Quantity	Offered Technical Specification	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Sign pen, extra fine tip, black	24 pcs		
Sign pen, extra fine tip, blue	24 pcs		
Sign pen, extra fine tip, red	12 pcs		
Battery, dry cell, size AA, 2pc/pk	15 pk		
Battery, dry cell, size AAA, 2pc/pk	15 pk		
Glue, all purpose, 200g/bottle	12 btl		
Stapler wire, standard	5 box		
Plastic ruler, 450mm	5 pcs		
Fastener, non-sharp edge, 2" thick, hole to hole: 7cm	5 box		
Stapler, standard	4 pcs		
Stapler remover	4 pcs		
Paper, multipurpose, A4	400 reams		

FINANCIAL OFFER

Please quote your best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

0	
Approved Budget of Contract	Offered Quotation
PHP 59,424.22	In words:
	In figures:
Note: Please attach the breakdown of the offered proposal inclusive of VAT and other lawful charges, which will be the basis for the computation of unit	

I/we certify that we shall be reachable after the submission of our quotation for an clarifications.

Signature over Printed Name

Position/Designation

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