



BAC-NOA-GS-012-2014-001

NOTICE OF AWARD

17 January 2014

Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution No. 08-14, the Department of Foreign Affairs is awarding the procurement for the supply of gold notarial seal for the official use of the Office of Consular Affairs (OCA), to your firm, **GREEN TRADE COMMERCIAL**, in the amount of Four Hundred Ninety Thousand Pesos (Php 490,000.00) only, including taxes and other lawful charges, subject to the signing of the Purchase Order.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Rafael E. Seguis'.

RAFAEL E. SEGUIS
Undersecretary for Administration
and Head of Procuring Entity

MS. LUZVIMINDA MUJAR
Sales Representative
GREEN TRADE COMMERCIAL
307 Enterprise Building
Quintin Paredes St.
Binondo, Manila



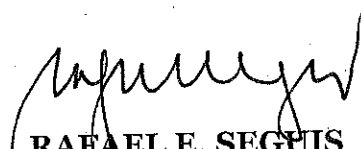
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
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17 January 2014


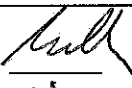










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Sr. Sp. Asst. N. Servigon	
BAC Alt. Chairperson E.D. Austria-Garcia	
BAC Vice-Chairman J.V.Chan-Gonzaga	
BAC Members: S.E. Banquicio	
A.V. Arevalo	
G.P. Abiog	
B.T. L. Santos	
End-user Representative:	
Asst. Sec. W.C. Santos	
BAC Secretariat:	
Head - S.O. Nuevo/ A.O. Vallespin	
A. De Asis-Del Mundo	
S.P. Toledo	
G.C. Fernandez	



EXTREMELY URGENT

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

Cc : The Chairperson, BAC

FROM : **WILFREDO C. SANTOS**
Assistant Secretary

SUBJECT : **Request for BAC Resolution concerning the Purchase of Notarial Seals**

DATE : **17 January 2014**

With reference to the above-stated subject, OCA wishes to inform the Undersecretary that currently, OCA-Authentication Division has only 43 Boxes (amounting to 17,200 gold notarial seals) left in its inventory.

At the current rate of usage of the Authentication Division, averaging more than Three Thousand (3,000) certificates a day, this supply of notarial gold seals are expected to last for not more than Seven (7) days.

OCA is now attempting to purchase One Thousand Four Hundred (1,400) boxes (amounting to 560,000 gold notarial seals), for an estimated amount of Four Hundred Ninety Four Thousand Two Hundred Pesos (Php 494,200). This purchase will be posted at the Philgeps website for 7 calendar days prior to purchasing the needed supplies pursuant to GPPB regulations, by which time, OCA's current supply of seals will have been depleted.

In this regard, to avoid disruption in the delivery of authentication services to the public, OCA respectfully requests the issuance of a BAC Resolution concerning the purchase of the 1,400 boxes of gold notarial seals with an estimated amount of Four Hundred Ninety Four Thousand Two Hundred Pesos (Php 494,200) for the use of the Authentication Division.

For the Undersecretary's information and favorable consideration.

Approved Disapproved

RAFAEL E. SEGUIS

Undersecretary for Administration



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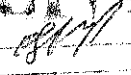
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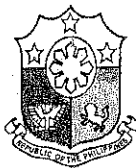
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RAFAEL E. SEGUIS
Undersecretary for Administration

DEPARTMENT OF FOREIGN AFFAIRS
Office of the Undersecretary for Administration
RECORDED
JAN 20 2014
By: 
No: _____



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[] Approved [] Disapproved

RAFAEL E. SEGUIS
Undersecretary for Administration

**OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION**

MEMORANDUM FOR :

The Director Property Division

SUBJECT:

Price Verification A.C. No.01-012-14 dated 22 Jan. 2014

Per your request we verified the price quoted by various dealers in the attached A.C. 01-012-14 dated 22 January 2014 for the purchase of (1400) boxes of Gold Notarial Seal No.24 for official use of(OCA-Authentication) found the price quoted by GREEN TRADE COMMERCIAL reasonable based on three (3) quotations submitted by different suppliers and based on prevailing market price.

For your guidance,


ROSIE J. GALLO
Acting Director - FECD-OFM

24 January 2014

**OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION**

MEMORANDUM FOR :



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For your guidance,


ROSIE J. GALLO
Acting Director - FECD-OFM 

24 January 2014

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division

MEMO TO : Financial Evaluation and Control Division

SUBJECT : For Price Verification

DATE : 22-Jan-14

JH
3 JAN 2014

With reference to the above subject/communication/documents, hereto attached would be appreciated if:

- Verification of Price
- Comments/Recommendation
- Appropriate Action
- Approval

could be effected.

Kerwin Orville C. Tate
KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

K



**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

C E R T I F I C A T I O N

This is to certify that item(s) listed per Abstract of Canvass No. **01-012-14** dated **22-Jan-14** attached hereto is/are not included in Procurement Service price list.

This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

Pasay City, Philippines

**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

C E R T I F I C A T I O N

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KERWIN ORVILLE C. TATE
Director, PMTD-OPAS



Pasay City, Philippines



GTC

GREEN TRADE COMMERCIAL

Rm. 307 Enterprise Bldg., Quintín Paredes St., Binondo, Manila
Telephone Nos. 9235536/5264954/ e-mail add: gtcommercial@yahoo.com

January 22, 2014

Attn: Luis Dayao Jr.
Canvasser
Department of Foreign Affairs
Roxas Blvd., Pasay City

Ref. # 2520383
Sol. # BAC-12-2014

Sir/Madam:

Here is the quotation of prices for the following items that you requested:


1400 bxs	Gold Notarial Seals no. 24 (1box = 400 pcs) Brand: (GLOBE)	Php 350.00/bx
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TERMS:

Payment : 15-30 Days

Delivery : 7 WORKING DAYS

Thank you and we are happy to be of service to you.


Luzviminda Mujar
Sales Representative

Answers

GENERAL MERCHANDISE

RM 511 MARTINEZ BLDG. 378 DASMARINAS ST., BINONDO MANILA
TEL/FAX NO: 244-6301

Jan. 22, 2014

ATTENTION: Luis Dayao Jr.
Records Officer, Clerk
Department of Foreign Affairs
Pasay City, Metro Manila

Dear Ma'am/Sir:
We are pleased submit our lowest price quotation for the following items.

Reference no. 2520383
Solicitation no. BAC-12-2014

--1400 bxs No.24 Notarial Gold Seals 1bx/400pcs- ----- -Php 352.00/box

Terms of Payment: 15 days
Delivery: 5 – 7 days upon receipt of approved P.O

Thank you very much and we hope to receive your order soon.


RODRIGO PADASAS
Sales Manager



OFFICE MASTER & Paper Sales WHOLESALE * RETAILER

DEALER OF: COMPUTER, SCHOOL & OFFICE SUPPLIES
ALL KINDS OF PAPER PRODUCTS

491 E.T. Yuchengco St., Binondo, Manila (formerly Nueva)

Tel. Nos.: 242-1085 * 242-4699 * 247-7945 * 309-7368 * 309-1291 Telefax: 247-7945

January 21, 2014

Attn: OCA (DFA)

PRICE QUOTATION

<u>QUANTITY</u>	<u>ITEMS</u>	<u>PRICE</u>
1400 BOXES	NOTARIAL GOLD SEALS #24 400PCS/BX)	PHP352.80/BX

TERMS:

Delivery : 15 working days
Payments : 15 days only

Thank you


Albert Co



EXTREMELY URGENT

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Undersecretary for Administration



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 2520383
Procuring Entity DEPARTMENT OF FOREIGN AFFAIRS - MAIN
Title Supply of Gold Notarial Seal
Area of Delivery Metro Manila

Solicitation Number:	BAC-12-2014	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping	Bid Supplements	0
Classification:	Goods	Document Request List	5
Category:	Office Supplies and Devices	Date Published	21/01/2014
Approved Budget for the Contract:	PHP 494,000.00	Last Updated / Time	21/01/2014 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	28/01/2014 12:00 PM
Client Agency:			
Contact Person:	Sherwin Toledo Member - BAC Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344116 Ext.4621 63-02-8319584 bac.secretariat@dfa.gov.ph		
Description			
Requirements: Gold Notarial Seal No. 24 (1 Box = 400 pcs.)			

Created by Bernice Catherine Santayana
Date Created 20/01/2014

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

PURCHASE REQUEST

VERY URGENT

Department of Foreign Affairs
Agency

01-03014

Department: **OCA**

PR No. _____

Date: **JAN 15 2014**

Section: **Authentication Division**

SAI No. _____

Date: **13-Jan-2014**

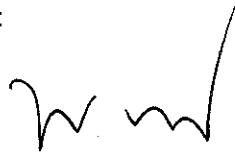
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Boxes	Gold Notarial Seals no. 24 (1 Box = 400pcs.) ----- NOTHING FOLLOWS -----	1400		

Purpose:

For official use of Authentication Division

Signature:

Requested by:



Printed Name:

WILFREDO C. SANTOS

Designation:

Assistant Secretary, OCA

Approved by:



MELITA S. STA. MARIA-THOMECZEK

Assistant Secretary, OPAS

PURCHASE REQUEST

VERY URGENT

Department of Foreign Affairs
Agency

01-03014

Department: **OCA**

PR No. _____

Date: _____

JAN 15 2014

Section: **Authentication Division**

SAI No. _____

Date: _____

13-Jan-2014

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2014

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Assistant Secretary, OPAS