

REQUEST FOR PROPOSAL

Date: 06 January 2023
RFP No.: 2023-001

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (IOC) AND OCEAN DECADE** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Four Hundred Twenty Thousand Pesos (Php 420,000.00) only**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **10 January 2023**.

Requirements:

The **Consultant for The Intergovernmental Oceanographic Commission (IOC) and Ocean Decade** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. **Curriculum Vitae with TIN**
2. **PhilGEPS Registration Number**

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos
BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **23 January 2023**

RFQ No.: **2023-002**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **SUPPLY AND DELIVERY OF STEEL CABINETS** in accordance with **Shopping 52.1.b (Shopping)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **SUPPLY AND DELIVERY OF STEEL CABINETS** has an Approved Budget for the Contract amounting to **Twenty-Two Thousand Pesos (Php 22,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

- Quantity: 2 pieces
- Steel Body, 4 drawers, Vertical, Light Gray, with a central lock
- inclusive of Delivery

Quotation:

If interested, kindly submit your company Price Quotation Form, duly signed by your company-authorized representative not later than **25 January 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**

MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 8831-8873

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **24 January 2023**

RFQ No.: **2023-003**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRODUCTION AND DELIVERY OF UNITED NATIONS AND PHILIPPINE FLAGS** in accordance with **Section 53.9, Negotiated Procurement - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract amounting to **Ten Thousand Pesos (Php 10,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

The Service Provider must be based within Metro Manila only.

1. UNITED NATIONS FLAG

- **Quantity:** one (1) piece
- **Size:** 36 inches x 72 inches
- **Material:** Satin
- **Process:** Embroidered, Two-sides

2. PHILIPPINE FLAG

- **Quantity:** one (1) piece
- **Size:** 36 inches x 72 inches
- **Material:** Satin
- **Process:** Embroidered, Two-sides

Delivery: within fifteen (15) days after receipt of Notice to Proceed

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 30 January 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**

MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **13 February 2023**

RFQ No.: **2023-004**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **2023 Conference-Workshop on Indigenous Languages and the Sustainable Development Goals** to be held from **21-23 February 2023** in Iloilo City in accordance with **Section 53.10 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Twenty Thousand Pesos (Php 20,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

The Service Provider must have easy access to the place of the event, the University of the Philippines, Visayas Iloilo City campus.

Room Requirement:

- **1 room - Single Occupancy**
Check-in: **20 February 2023**
Check-out: **21 February 2023**
- **1 room – Twin bed Occupancy**
Check-in: **20 February 2023**
Check-out: **23 February 2023**

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **16 February 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**

MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: marlond822@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **16 February 2023**

RFQ No.: **2023-005**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION AND MEETING VENUE WITH MEALS** for the **SITE MONITORING AND COURTESY VISITS OF THE NEW UNACOM SECRETARY-GENERAL TO POTENTIAL, ASPIRING, AND INSCRIBED SITES AND TO HOST COMMUNITIES OF ELEMENTS IN UNESCO LISTS IN IFUGAO PROVINCE from 22 to 24 February 2023** in accordance with **Section 53.10 (Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND MEETING VENUE WITH MEALS** has an Approved Budget for the Contract amounting to **Fifty-Five Thousand Pesos (Php 55,000.00) only**.

Please quote your best offer subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

Specifications:

1. Hotel Rooms for Five (5) pax

- Check-in date: **21 February 2023** / Check-out date: **24 February 2023**
- Two (2) rooms single occupancy
- One (1) room with three beds, triple occupancy
- Inclusive of Breakfast for 5 pax

2. Meeting area with Meals for 22 February 2023

- Meeting table for 25 pax for 2 hours, Buffet Lunch

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 17 February 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile No./ Viber: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms(send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **22 February 2023**

RFQ No.: **2023-006**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRODUCTION, PRINTING, AND DELIVERY OF EXHIBIT PICTURES AND CAPTION** for the event entitled “**LEGACIES AND STANDPOINTS: FILIPINA IN MULTILATERALISM**” in accordance with **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PRODUCTION, PRINTING, and DELIVERY** has an Approved Budget for the Contract amounting to **Fifty Thousand Pesos (Php 50,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

Exhibit Materials	Approximate Size	Quantity
Pictures/Poster - Sticker paper matte finish attached in a 3.0mm Sintra Board (1 Title/Intro, 2 Bio, & 1 Excerpt)	4 (width) x 6 (height) ft	4
Captions - Sticker paper matte finish attached in a 3.0 mm Sintra Board	3 x 5 in.	47
	5 x 5.46 in.	1
	3.55 x 7.07 in.	1
	5 x 3.47 in.	1
	5.73 x 3.31 in.	1
	6.79 x 2.94 in.	1
	6.79 x 3.02 in.	4
	6.79 x 3.61 in.	2
	7.22 x 3.61 in.	2
	7.16 x 4.04 in.	1

- Full-color pictures and captions attached in a 3.0 mm Sintra Board
- Inclusive of minor resizing
- Delivery on 07 March 2023 at the UNACOM Office

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 27 February 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **22 February 2023**

RFQ No.: **2023-007**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the event entitled “**LEGACIES AND STANDPOINTS: FILIPINA IN MULTILATERALISM**” in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Thirty-Five Thousand Pesos (Php 35,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

The Service Provider must be within 5 minutes ride to UNACOM Office.

A.) 3 rooms – Twin sharing (two separate beds) with breakfast

Check-in: 8 March 2023

Check-out: 10 March 2023

B.) 2 rooms – Twin sharing (two separate beds) with breakfast

Check-in: 10 March 2023

Check-out: 11 March 2023

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company-authorized representative not later than **27 February 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS
Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City
Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872
Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR PROPOSAL

Date: **22 February 2023**

RFP No.: **2023-008**

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE UNESCO NATIONAL COMMISSION OF THE PHILIPPINES (UNACOM) ANNUAL REPORT 2022 and WRITESHOP SESSIONS FOR FEATURE WRITING** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **One Hundred Sixty-Five Thousand Pesos (Php 165,000.00) only**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **24 February 2023**.

Requirements:


The **CONSULTANT FOR THE UNESCO NATIONAL COMMISSION OF THE PHILIPPINES (UNACOM) ANNUAL REPORT 2022 and WRITESHOP SESSIONS FOR FEATURE WRITING** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:


Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
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9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **27 February 2023**

RFQ No.: **2023-009**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FOOD AND CATERING SERVICES** for the event entitled “**LEGACIES AND STANDPOINTS: FILIPINA IN MULTILATERALISM**” in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **FOOD AND CATERING SERVICES** has an Approved Budget for the Contract amounting to **Eighty-Five Thousand Pesos (Php 85,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

A.) Symposium event

Date of Event: **10 March 2023**

Serving Time: **1:00 PM**

Quantity: **50 pax**

Meal Requirement: **Halal Food, Sotanghon Guisado with Pan de Sal in an eco-friendly packaging, and free-flowing Dalandan juice**

Table requirement: **Long table for packed foods, Juice, and other materials/utensils**

B.) Cocktail Event

Date of Event: **10 March 2023**

Serving Time: **2:30 PM**

Quantity: **70 pax**

Meal Requirement: **Halal Food, Chicken Empanada with German Potato Salad, Hawaiian Macaroni Salad, Garden Salad and free-flowing Iced tea**

Table requirement: **1 piece – Rectangular table for the food and other utensils**

18 pieces - Cocktail table with cover

Chair requirement: **Single chairs with seat cover for 20 pax (monoblock chairs not accepted)**

The service provider must: 1.) be within Pasay and Manila City, 2.) have at least 30-year experience in restaurant and food catering, and 3.) have a reputation of food servicing to local and international organization clientele.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **3 March 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Omnibus Sworn Statement**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **1 March 2023**

RFQ No.: **2023-010**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FOOD AND CATERING SERVICES** for the event entitled “**LEGACIES AND STANDPOINTS: FILIPINA IN MULTILATERALISM**” in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **FOOD AND CATERING SERVICES** has an Approved Budget for the Contract amounting to **One Hundred Twenty-Three Thousand Pesos (Php 123,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

A.) Symposium event

Date of Event: **10 March 2023**

Serving Time: **1:00 PM**

Quantity: **50 pax**

Meal Requirement: **Halal Food, Sotanghon Guisado with Pan de Sal in an eco-friendly packaging, and free-flowing Dalandan juice**

Table requirement: **Long table for packed foods, Juice, and other materials/utensils**

B.) Cocktail Event

Date of Event: **10 March 2023**

Serving Time: **2:30 PM**

Quantity: **70 pax**

Meal Requirement: **Halal Food, Chicken Empanada with German Potato Salad, Hawaiian Macaroni Salad, Garden Salad and free-flowing Iced tea**

Table requirement: **1 piece – Rectangular table for the food and other utensils**

18 pieces - Cocktail table with cover

Chair requirement: **Single chairs with seat cover for 20 pax (monoblock chairs not accepted)**

C.) Poetry Reading Event

Date of Event: **21 March 2023**

Serving Time: **1:00 PM**

Quantity: **50 pax**

Meal Requirement: **Halal Food, Pasta Alfredo with Herd biscuit in eco-friendly packaging, and free-flowing Dalandan juice**

Table requirement: **Long table for packed foods, Juice, and other materials/utensils**

The service provider must: 1.) be within Pasay and Manila City, 2.) have at least 30-year experience in restaurant and food catering, and 3.) have a reputation of food servicing to local and international organization clientele.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **6 March 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Omnibus Sworn Statement**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **08 March 2023**

RFQ No.: **2023-011**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **SITE MONITORING AND COURTESY VISITS OF THE NEW UNACOM SECRETARY-GENERAL TO POTENTIAL, ASPIRING, AND INSCRIBED SITES AND TO HOST COMMUNITIES OF ELEMENTS IN UNESCO LISTS IN THE PROVINCE OF ALBAY** to be held from **22-23 March 2023** in Legazpi City, Albay in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Fifteen Thousand Pesos (Php 15,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

- **3 rooms - Single Occupancy**
Check-in: **22 March 2023**
Check-out: **23 March 2023**

Inclusive of buffet breakfast and Airport transfers

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **13 March 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**

MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **10 March 2023**
RFQ No.: **2023-012**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **“Four (4) Licenses Zoom Video Conferencing Application”** in accordance with **Section 53.9, Negotiated Procurement – Small Value Procurement**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184

The procurement of the said **“Four (4) Licenses Zoom Video Conferencing Application”** has an Approved Budget for the Contract amounting to **FIFTY THOUSAND PESOS (Php 50,000.00) only.**

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Quotation.

Specifications:

Number of Licenses: 4 Licenses ZOOM Video Conference application

- Professional Plan
- Supports 100 participants per host meeting
- Social Media Streaming
- At least 1GB cloud recording per license
- One (1) year subscription from the date of purchase
- 24/7 technical support

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex “A”, duly signed by your company-authorized representative not later than **13 March 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**



MR. MARLON A. DE LOS SANTOS
Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City
Tel No.: +63 2 8834-3447; Facsimile No. +63 2 8831-8873
Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **14 March 2022**

RFQ No.: **2023-013**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** in accordance with **Shopping 52.1 (Shopping b)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** has an Approved Budget for the Contract amounting to **Ninety Thousand Pesos (Php 90,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

1 lot - supply and delivery of the following office supplies:

QTY	UOM	Item Descriptions/Specifications
50	piece	Data Folder, Made of Chipboard, with taglia lock, 9 in x 15 in, Horizontal, Blue
100	ream	Multicopy paper, A4 (210mm x 297mm) size, white, 80 gsm
30	pad	Notepad, stick-on, 2 "(inches) x 3", Yellow
30	pad	Notepad, stick-on, 3 " x 4", Yellow
20	roll	Tape, 24 mm, transparent
20	roll	Tape, 48 mm, transparent
20	pack	Battery, dry cell, AAA, 2 per blister pack
20	pack	Battery, dry cell, AA, 2 per blister pack
30	box	Clip, Backfold, Black, 19mm
20	box	Clip, Backfold, Black, 25mm
20	piece	Correction tape
17	piece	Office Stapler, size 35
10	box	Staple wire, size 26/6
100	box	Surgical mask, 3-ply with FDA approval
10	piece	Ink Cartridge HP #680, Black
10	piece	Ink Cartridge HP #680, Tricolor
10	piece	Ink Cartridge HP #682, Black
10	piece	Ink Cartridge HP #682, Tricolor
10	box	Fastener, Plastic material

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **17 March 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 8831-8872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **20 March 2023**

RFQ No.: **2023-014**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE VEHICLE SJA 113** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE VEHICLE SJA 113** has an Approved Budget for the Contract of **Eighty Thousand Pesos (Php 80,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Technical Specification:

Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.

Diesel Engine Maintenance:

- a. Change Oil
- b. Oil filter
- c. Diesel engine flush
- d. Diesel injector cleaner
- e. Octane boost

Engine Maintenance:

- a. Drive belt replacement
- b. Engine treatment and decarbonize
- c. Engine bay cleaner

Brake Cleaning and Maintenance:

- a. Brake Shoe Kit
- b. Brake Pad Kit
- c. Brake cleaner

Under chassis and Wheel Tires maintenance

- a. Tire check up
- b. Nitrogen tire inflation
- c. Undercoating service

Battery maintenance

- a. Car battery replacement

Air conditioning System

- a. Air cleaner filter replacement
- b. Air care service

Delivery:

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 23 March 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned:

Requirements:

A copy of each of the following are required to be submitted **prior to award** as stated in the Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**
4. **Omnibus Sworn Statement**



MR. MARLON A. DE LOS SANTOS

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **30 March 2023**

RFQ No.: **2023-015**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **SITE MONITORING AND COURTESY VISITS OF THE NEW UNACOM SECRETARY-GENERAL TO POTENTIAL, ASPIRING, AND INSCRIBED SITES AND TO HOST COMMUNITIES OF ELEMENTS IN UNESCO LISTS IN THE PROVINCE OF ALBAY** to be held from **18-19 April 2023** in Legazpi City, Albay in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Ten Thousand Pesos (Php 10,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

a. 1 room - Single Occupancy

Check-in: **18 April 2023**

Check-out: **19 April 2023**

b. 1 room - Twin Occupancy (Two separate beds)

Check-in: **18 April 2023**

Check-out: **19 April 2023**

Inclusive of buffet breakfast and a provision of Hotel Airport Transfers

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **3 April 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

REQUEST FOR QUOTATION

Date: **17 April 2023**

RFQ No.: **2023-016**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION** for the **SITE MONITORING AND COURTESY VISITS OF THE NEW UNACOM SECRETARY-GENERAL TO POTENTIAL, ASPIRING, AND INSCRIBED SITES AND TO HOST COMMUNITIES OF ELEMENTS IN UNESCO LISTS IN THE PROVINCE OF BENGUET** to be held from 26-27 April 2023 in Baguio City in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION** has an Approved Budget for the Contract amounting to **Nine Thousand Pesos (Php 9,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

a. 1 room - Single Occupancy

Check-in: **26 April 2023**

Check-out: **27 April 2023**

b. 1 room - Twin Occupancy (Two separate beds)

Check-in: **26 April 2023**

Check-out: **27 April 2023**

Inclusive of daily buffet breakfast

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **19 April 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

REQUEST FOR QUOTATION

Date: **22 May 2023**

RFQ No.: **2023-017**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure a **TRAINING VENUE WITH MEALS** for the **TRAINING COURSE ON "SORT, SET IN ORDER, SHINE, STANDARDIZE, AND SUSTAIN" (5S) QUALITY WORKPLACE FOR UNACOM** on 06 June 2023 in accordance with **Section 53.10 (Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **TRAINING VENUE WITH MEALS** has an Approved Budget for the Contract amounting to **Thirty-Six Thousand Pesos (Php 36,000.00) only**.

Please quote your best offer subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

Specifications:

1. Training venue with Meals for 06 June 2023, 8:00 AM – 5:00 PM

- Venue for **20 participants**
- Classroom-type arrangement (Two pax per table)
- AM/PM Snack, Buffet Lunch for **20 participants**
- Free-flowing coffee tea and water in the training venue

Inclusive of the following:

Whiteboard and Flipchart with two (2) Markers, Pads & Pencils and Candies/Mints, LCD Projector and Screen, Basic Sound System with two (2) microphones, Complimentary Wi-Fi Connection in the training venue

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 26 May 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile No./ Viber: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms(send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **07 June 2023**

RFQ No.: **2023-018**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION AND FUNCTION ROOMS WITH MEALS** for the **UNACOM AND NATIONAL COORDINATING BODY OF CLUBS FOR UNESCO IN THE PHILIPPINES, INC. (NCBCUP) JOINT MID-YEAR PLANNING SESSION** from 30 June to 02 July 2023 in accordance with **Section 53.10 (Negotiated Procurement – Lease of Real Property Or Venue)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND FUNCTION ROOMS WITH MEALS** for the **UNACOM AND NCBCUP JOINT MID-YEAR PLANNING SESSION** has an Approved Budget for the Contract amounting to **FOUR HUNDRED SIXTY-FOUR THOUSAND SIX HUNDRED PESOS (PHP 464,600.00) ONLY**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

1. Hotel Accommodation

Check-in date: 30 June 2023 / Check-out date: 2 July 2023
2 rooms - Single Occupancy with breakfast
22 rooms – Twin Sharing (Twin Bed) with breakfast

2. Function Rooms

- a.) 30 June 2023
 - Function Room for 46 pax
- b.) 01 July 2023
 - Function Room for 26 pax
 - Function Room for 20 pax
- c.) 02 July 2023
 - Function Room for 46 pax

All Function rooms must be inclusive of the following:

Overflowing coffee, tea, and water
with Internet WIFI connectivity
Sound system w/ 3 microphones, projector, screen, and power extension cords

3. Meal requirements for 46 pax

30 June 2023 and 01 July 2023 - AM/PM Snack, Buffet Lunch, Buffet Dinner
02 July 2023 – AM/PM Snack, Buffet Lunch

Service providers must be within a 4-kilometer radius from the UNACOM Office, DFA:

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **13 June 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income Business Tax Return;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **07 June 2023**

RFQ No.: **2023-019**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRODUCTION AND DELIVERY OF UNACOM AND NATIONAL COORDINATING BODY OF CLUBS FOR UNESCO IN THE PHILIPPINES, INC. (NCBCUP) PLANNING SHIRTS** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PRODUCTION AND DELIVERY OF UNACOM AND NCBCUP PLANNING SHIRTS** has an Approved Budget for the Contract amounting to **THIRTY-SEVEN THOUSAND PESOS (PHP 37,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

Requirement: Polo Shirts

Quantity: 46 pieces (20 UNACOM Shirts and 26 NCBCUP Shirts)

Style: Polo Shirt

Fabric: Lacoste Comb / Pique Cotton

Fabric Base Color: Aqua Blue and Black combination

Front Design: 1 logo embroidery, 3 inches height, chest area

Back Design: None

UNACOM SHIRT DESIGN



NCBCUP SHIRT DESIGN



Delivery:

Delivery must be on or before 23 June 2023.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **13 June 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **15 June 2023**

RFQ No.: **2023-020**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FOOD AND CATERING SERVICES** for the event entitled **FIRST REGULAR MEETING OF THE MEMORY OF THE WORLD (MOW) COMMITTEE** on 21 June 2023 in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **FOOD AND CATERING SERVICES** has an Approved Budget for the Contract amounting to **Forty-Eight Thousand Pesos (Php 48,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

Date of event: 21 June 2023, Wednesday

Time of event: 9:00 am – 11:00 am

Schedule of set up: June 20, 2023, 1:00 pm to 5:00 pm

Place of event: Metropolitan Theater Gallery, Lawton, Manila

Set up requirements:

- U-shape table with cover and with chairs for 30 pax
- Registration table with cover and chairs
- Branding setup

Food serving style: managed buffet inclusive of free-flowing coffee and tea

The service provider must: 1.) be within Pasay and Manila City, 2.) have at least 30 years experience in restaurant and food catering, and 3.) have a reputation of food servicing to local and international organization clientele.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **19 June 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: 05 July 2023
RFQ No.: 2023-021

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **UNACOM WEB HOSTING SERVICES FOR CY 2023-2024** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **WEB HOSTING SERVICES FOR CY 2023-2024** has an Approved Budget for the Contract amounting to **Forty Thousand Pesos only (Php 40,000.00)**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

UNACOM WEB HOSTING SERVICES from 01 August 2023 to 31 July 2024:

- 90GB Web Space
- Unlimited Bandwidth
- 60% Speed
- 3GB RAM
- Unlimited Add-on Domains
- Unlimited Parked Domains
- Unlimited FTP Accounts
- Unlimited Databases
- Unlimited Email Accounts
- Unlimited Mailing Lists
- Unlimited Subdomains
- 300/hour Email Limit

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **10 July 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**



MR. MARLON A. DE LOS SANTOS
Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City
Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872
Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

JOB REQUEST

UNESCO NATIONAL COMMISSION OF THE PHILIPPINES

(Agency)

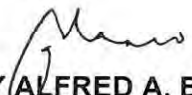
Department: Department of Foreign Affairs
Section: _____

Date: 20 July 2023


QTY	OUM	Item Descriptions/Specifications	Stock No.	Unit Cost	Estimated Cost
UNACOM PROMOTIONAL MATERIALS OF UNESCO PROGRAMS					
1	Lot	<u>ECO-FRIENDLY WATER TUMBLER</u> Quantity: 500 Pieces Capacity: 450 ml Body Design: Please refer to the attached figure Material: Insulated 304 Stainless Steel silicone, food grade Insulation: 12 hours Color: Black Logo Print: High-Quality Full-color UV print Two sides printing (UNACOM Logo and Text) Eco-friendly food-grade #304 stainless steel The handle must be in one piece with the Lead The mouth and neck of the tumbler must be completely concealed by the lead.			226,000.00
(TOTAL AMOUNT) TWO HUNDRED TWENTY-SIX THOUSAND Pesos only					226,000.00

Purpose: To be used as UNACOM promotional materials during its events/activities to further UNESCO's thrusts and mandates.

Prepared by:


GAY ALFRED A. BLANCO
End-user

Approved by:


IVAN ANTHONY S. HENARES, PhD
Head of the Procuring Entity

REQUEST FOR QUOTATION

Date: **20 July 2023**

RFQ No.: **2023-023**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **UNACOM PROMOTIONAL MATERIALS OF UNESCO PROGRAMS** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **UNACOM PROMOTIONAL MATERIALS OF UNESCO PROGRAMS** has an Approved Budget for the Contract amounting to **TWO HUNDRED TWENTY-SIX THOUSAND PESOS ONLY (Php 226,000.00)**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

ECO-FRIENDLY WATER TUMBLER

Quantity: 500 Pieces

Capacity: 450 ml

Body Design: Please refer to the attached figure

Material: Insulated 304 Stainless Steel silicone, food grade

Insulation: 12 hours

Color: Black

Logo Print: High-Quality Full-color UV print

Two sides printing (UNACOM Logo and Text)

Eco-friendly food-grade #304 stainless steel

The handle must be in one piece with the Lead

The mouth and neck of the tumbler must be completely concealed by the lead.

TUMBLER BODY DESIGN



TUMBLER LOGO AND TEXT LAYOUT

Figure No. 1 - Print design



Delivery:

Delivery must be before 01 September 2023.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **25 July 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **Omnibus Sworn Statement**
4. **BIR 2303**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

REQUEST FOR PROPOSAL

Date: 31 July 2023
RFP No.: 2023-024

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (IOC) AND OCEAN DECADE** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Four Hundred Twenty Thousand Pesos (Php 420,000.00) only**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **04 August 2023**.

Requirements:

The **Consultant for The Intergovernmental Oceanographic Commission (IOC) and Ocean Decade** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR QUOTATION

Date: **09 August 2023**

RFQ No.: **2023-024**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure a **HOTEL ACCOMMODATION AND VENUE WITH MEALS** for **UNESCO PROGRAMMES ORIENTATION FOR PHILIPPINE NATURAL HERITAGE SITES** in Davao City on 11-15 September 2023 in accordance with **Section 53.10 (Negotiated Procurement - LEASE OF REAL PROPERTY OR VENUE)** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND VENUE WITH MEALS** has an Approved Budget for the Contract amounting to **Seven Hundred Twenty Thousand Pesos (Php 720,000.00) only**.

Please quote your best offer subject to the **Terms and Conditions** provided in this Request for Quotation (RFQ).

Specifications:

Hotel must be within Davao City Area only, conference venue must be within the hotel building and must be operating for five (5) years and below:

A. HOTEL ACCOMMODATION on 11-15 September 2023

- Single Occupancy Rooms –Three (3) rooms with breakfast
- Double (Twin bed) Occupancy – Six (6) rooms with breakfast

B. HOTEL ACCOMMODATION on 11-14 September 2023

- Single Occupancy Rooms –Four (4) rooms with breakfast
- Double (Twin bed) Occupancy – Two (2) rooms with breakfast

C. HOTEL ACCOMMODATION on 12-14 September 2023

- Double (Twin bed) Occupancy – Twenty-Five (25) rooms with breakfast

D. CONFERENCE VENUE with Meals for 12-13 September 2023, 7:00 AM – 6:00 PM

- Venue for **70 participants**
- Room arrangement to be negotiated
- Buffet Lunch, and Buffet Dinner for **70 participants**
- Free-flowing coffee, tea, candies, and water in the conference venue

E. CONFERENCE VENUE with Meals for 14 September 2023, 7:00 AM – 2:00 PM

- Venue for **70 participants**

- Room arrangement to be negotiated
- Buffet Lunch for **70 participants**
- Free-flowing coffee, tea, candies, and water in the conference venue

Inclusive of the following:

- With a provision of Five (5) - Double (Twin bed) Occupancy as buffer rooms and to be paid only when occupied.
- Whiteboard and Flipchart with two (2) Markers, Pads & Pencils and Candies/Mints, LCD Projector and Screen, Basic Sound System with two (2) microphones, Complimentary Wi-Fi Connection in the training venue

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company authorized representative not later than 18 August 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile No./ Viber: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms(send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023



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Philippine
National Commission

Building peace in the hearts and minds of men and women since 1951

REQUEST FOR QUOTATION

Date: **03 August 2023**

RFQ No.: **2023-025**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FOUR (4) LICENSES OF CANVA PRO APPLICATION SOFTWARE** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of said **CANVA PRO APPLICATION SOFTWARE** has an Approved Budget for the Contract of **Fifteen Thousand Pesos (Php 15,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

QTY	UOM	ITEM	SPECIFICATION
4	license	CANVA PRO APP Software Annual Subscription	<ul style="list-style-type: none">• 250,000+ free templates• 75+ million premium stock photos, videos, audio and graphics• 420,000+ free templates with new designs daily• Create 1 Brand Kit and upload your own fonts and logos• Unlimited use of Background Remover• Resize designs infinitely with Magic Resize• Save designs as templates for your team to use• 100GB of cloud storage• Create and publish social media content directly from the Canva Editor to 7 platforms.• Schedule social media content to 8 platforms• Download designs with a transparent background and customize download quality• Export designs as animated GIFs or MP4 videos• Share view or edit access to designs with people outside of your team through a design link• 24/7 support• Two-factor authentication (2FA)

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **11 August 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **09 August 2023**

RFQ No.: **2023-026**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **PRODUCTION AND DELIVERY OF UNACOM LANYARDS WITH ID CLIP** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PRODUCTION AND DELIVERY OF UNACOM LANYARDS** has an Approved Budget for the Contract amounting to **THIRTY-NINE THOUSAND NINE HUNDRED THIRTY-NINE AND 75/100 PESOS (Php 39,939.75)** only.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

LANYARD with ID CLIP

Quantity: 250 pieces

Lanyard size: 3/4 inch (in.)

Lanyard circumferential length: 38 in.

Background color: Blue

Process: Sublimation, Full color

Print: Full-color print on front, color print, back to back

Logo Print: UNACOM Logo (white text) and background design

ID Clip: Metal, Plastic not acceptable

Inclusive of 5 mock-ups

Logo Design:	 <p>Philippine National Commission</p> <p>Use DIN Pro Black font style for "Philippine National Commission"</p>
Lanyard and ID Clip Design:	

Service Provider must be within Metro Manila area only

Delivery:

Delivery must be before 01 September 2023

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **15 August 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

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Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023



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REQUEST FOR QUOTATION

Date: **14 August 2023**

RFQ No.: **2023-027**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PRINTING AND DELIVERY OF UNACOM ANNUAL REPORT 2022** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PRINTING AND DELIVERY OF UNACOM ANNUAL REPORT 2022** has an Approved Budget for the Contract amounting to **One Hundred Eighty Thousand Pesos (Php 180,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

SIZE: Spread: 8.5 inches (in) x 11.0 in

Folded: 8.5 (in) x 5.5 in

MATERIAL: Cover: C2S 180lbs with Matte Lamination
and Spot UV for the title and the logo

TYPE OF BINDING: Smythe Perfect Binding

NUMBER OF PAGES: 148 pages

PROCESS: CMYK printing/Offset Printing

NUMBER OF PRINTS: 800 copies

Inclusion:

1. **TWO MOCK COPIES for revisions.** The first mock copy must be submitted one working day after receipt of the pdf or e-copy of the annual report. The second mock copy must be submitted one working day after receipt of the revised first mock copy. **Mock Copy** must follow the specifications stated herein (except the printing process); and

2. **LAY OUT AND PHOTO EDITING** with color enhancement.

***** Service Provider must be within Pasay, Manila and Makati area only**

Delivery:

Delivery must be before 08 September 2023

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **17 August 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **Omnibus Sworn Statement**
4. **BIR 2303;**


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

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Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023



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REQUEST FOR QUOTATION

Date: **25 August 2023**

RFQ No.: **2023-031**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **ELECTRICAL SYSTEM REPAIR FOR UNACOM VEHICLE SJA 113** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **ELECTRICAL SYSTEM REPAIR FOR UNACOM VEHICLE SJA 113** has an Approved Budget for the Contract amounting to **TWENTY-NINE THOUSAND PESOS (Php 29,000.00)** only.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

Electrical system repair for UNACOM Vehicle SJA 113

Defective Alternator for replacement

Inclusive of Labor

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **25 August 2023** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **20 December 2023**

RFQ No.: **2023-039**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **CONSUMABLE TONERS WITH FREE USE OF ITS COMPATIBLE MULTIFUNCTION COLOR PRINTER** in accordance with **Section 53.9 - (Negotiated Procurement) - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **CONSUMABLE TONERS WITH FREE USE OF ITS COMPATIBLE MULTIFUNCTION COLOR PRINTER** an Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty Thousand pesos (Php 120,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

- Network capability on color print, color copy, and color scan
- Scan, Copy and print at a speed of at least **45 copies per minute**
- Can scan in the following formats: JPEG, TIFF, PDF
- Memory capacity of at least 2GB RAM
- Reduction up to 25% and Enlargement up to 400%
- Can print on A4, Short, Long, Folio and up to A5
- Machine must operate in a very low noise level within a 5-meter radius
- The use of the multifunction printer must be inclusive of: free Cleaning and maintenance, free parts and labor, free service onsite.
- Actual unit to be rented must be available for inspection before awarding.

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 27 December 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/ Business Tax Return;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Mobile/ Viber no.: 0977 337 9532

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. 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 UNACOM shall rescind 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.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **20 December 2023**

RFQ No.: **2023-040**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **ADOBE ACROBAT PRO LICENSES** in accordance with **Section 53.9 - (Negotiated Procurement) - Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **ADOBE ACROBAT PRO LICENSES** an Approved Budget for the Contract (ABC) amounting to **One Hundred thousand pesos (Php 100,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

- Application Software required: Adobe Acrobat Pro
- Number of Licenses: 5 licenses
- Duration: 1 year

Note: Software will be used to create, read and edit PDF files

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 27 December 2023 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.


For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**

3. **BIR 2303**
4. **Income/ Business Tax Return;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

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Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023