



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

<b>Project</b>	: FOI Briefers and Flyers	<b>Date</b>	: 29 August 2019
<b>PR No.</b>	: 2019-07-0774	<b>Quotation No.</b>	: 2019-08-0231
<b>Approved Budget for the Contract</b>	: TWO HUNDRED SEVENTY-ONE THOUSAND ONE HUNDRED PESOS (Php 271,100.00)	<b>Procurement Method</b>	: Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **3 September 2019** at **4:00 P.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, through [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com), or fax to 588-06-91.

**General Conditions:**

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Income/Tax Return
- Omnibus Sworn Statement
- Professional License/Curriculum Vitae (Consulting Services)
- PCAB License (Infra.)
- NFCC (Infra.)

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN No** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Briefers <ul style="list-style-type: none"> <li>• 13" W x 8.5" H (Landscape)</li> <li>• Papertype: C2S Glossy</li> <li>• Thickness: 120 GSM</li> <li>• Back-to-back printing <ul style="list-style-type: none"> <li>- English</li> <li>- Filipino</li> <li>- Cebuano</li> <li>- Hiligaynon</li> <li>- Ilokano</li> </ul> </li> <li>• 1 page</li> <li>• Bifolds</li> <li>• Full color</li> </ul>	7,500 7,500 2,500 2,500 2,500	Pcs Pcs Pcs Pcs Pcs		
2	Step-by-step Flyer <ul style="list-style-type: none"> <li>• A4 (210mm x 297mm)</li> <li>• Landscape 11.694"W x 8.267"H</li> <li>• Papertype: C2S Glossy</li> <li>• Thickness: 120 GSM</li> <li>• Bifolds</li> <li>• Back-to-back printing</li> <li>• 1 page</li> <li>• Full color</li> </ul>	8,000	Pcs		
	<b>TOTAL AMOUNT</b>				<b>P</b> _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date