



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

**REQUEST FOR QUOTATION**

<b>Project</b>	:	CUSTOMIZED FOI NOTEBOOKS AND FOLDERS	<b>Date</b>	:	26 September 2019
<b>PR No.</b>	:	2019-09-1017	<b>Quotation No.</b>	:	2019-09-0271
<b>Approved Budget for the Contract</b>	:	TWO HUNDRED THIRTY-ONE THOUSAND PESOS ( <b>PHP231,000.00</b> )	<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 **30 September 2019 (Monday) at 11:00AM** at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com).

**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
- ☒ BIR Form No. 2303
- ☐ Omnibus Sworn Statement
- ☐ Professional License/Curriculum Vitae (Consulting Services)

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	<b>Customized FOI Notebooks</b> Size: (portrait) 15cm (W) x 22.5cm (H) Cover page: matte laminated; CS 200 Content: plain white/blank pages 30 leaves, 60 pages 80 GSM Hard bound Full color	1,500	pc		
2	<b>Customized FOI Folders</b> Size: (folded) 9" x 13.5" long w/ allowance Material: CS2 200 Papers Print: full color; matte finish With two inside pockets (height = 4")  Note: Please see annexes for detailed specifications and designs.  Mode of payment: <b>SEND-BILL PAYMENT</b>  <b>Delivery schedule:</b> <ul style="list-style-type: none"><li>- <b>Submission of samples within 2 days from the receipt of Purchase Order (PO)</b></li><li>- <b>Delivery of complete actual deliverables within 10 days upon approval of samples.</b></li></ul>	1,500	pc		
<b>TOTAL AMOUNT</b>					

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

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






\_\_\_\_\_  
Date



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ANNEX 1: NOTEBOOKS

ITEM	: <b>FOI Notebooks</b>		
SPECIFICATIONS	: Portrait: 15cm (w) x 22.5cm (h) Cover page: matte laminated Plain white pages/blank pages 30 leaves, 60 pages 80 GSM Hardbound Full color		
QUANTITY	: 1,500 pieces		
DESIGN			
Notebook: FRONT	Notebook: CONTENT	Notebook: BACK	
			
Cover: FRONT	Cover: BACK		
			



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ANNEX 2: FOLDERS

ITEM	: <b>FOI Folders</b>
SPECIFICATIONS	: Size: (folded) 9" x 13.5" <b>long with allowance</b> Material: C2S 220 paper Print: full color; matte finish With two (2) inside pockets
QUANTITY	: 1,500 pieces
DESIGN	

<p>Cover: FRONT</p>	<p>Cover: BACK</p>
<p>Folder</p>	<p>Inside pocket: LEFT</p>
	<p>Inside pocket: RIGHT</p>