

BIODIVERSITY MANAGEMENT BUREAU

Quezon Avenue, Diliman, Quezon City
Telefax No. 924-6031 local 220

Date: 22 Feb 23
Quotation No: 0082-02-23
PR-No. 0223-054

REQUEST FOR QUOTATION

Company Name _____

Address _____

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

Handwritten Signature
ANSON M. TAGTAG
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. DELIVERY PERIOD IS WITHIN 20 CALENDAR DAYS.
3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF 30 CALENDAR DAYS.
5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
Supply and Printing of 1,000 pcs. BMB NewsLetter (6th Issue)

Purpose:
For official use of BMB-CAWED

Approved Budget for the Contract (ABC):
P150,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Printing of BMB NewsLetter (6th Issue) <i>Specifications:</i> Size: Folded - A4; Spread - A3 Stock: C25 100lbs. (self cover) Print: Full color (all pages) with spot lamination on cover No. of pages: 52 pp (inc. cover) Binding: Perfect bind Inside page: A2 size with perforation <i>Other:</i> Mechanical: File Supplied Proofing: Includes 2 sets of Digital Proof</p> <p>Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: <u>For more info, please contact the end-user at 8924-6031 loc. 227/229</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></p> <p>Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> DTI/SEC Registration Certificate Valid and Current Mayor's Permit PHILGEPS Certificate of Registration BIR Certificate of Registration Omnibus Sworn Statement <p>Important Note: -For goods, conformance of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services, conformance of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020</p>	1,000 copies	P _____	P _____

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

Printed Name/Signature

Tel. No./Cellphone No.

Email Address

Date