

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 _____.

NANCY R. CORPUZ
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. DELIVERY PERIOD IS WITHIN **15** 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 Delivery of 30 sets Collateral (Journal Kit for IYCK Event)

Purpose:
For official use of BMB-CAWED for the conduct of Workshops (student) in lieu of the Celebration of the International Year for Cave and Karst for Dalaw Turo on November 15-19, 2021

Approved Budget for the Contract (ABC):
P 75,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Collateral (Journal Kit for IYCK Event)</p> <p><i>Inclusions:</i></p> <p>Journal Cover: faux-leather cover (w/ print and round corners) Size: A5 dotted Sheet Size: 80gsm (acid-free) Pages: 150 Bind: Perfect bind Print: 4 pages Quantity: 30 Others: expandable interior pocket; elastic closure</p> <p>Sticker Set Size: 4"x6" Quantity: 10pcs per set Print: Full color Material: White matte paper Sticker sheets</p> <p>Post Cards Size: 4"x6" Quantity: 3pcs per set Material: Uncoated 14PT stock Print: Full color</p> <p>Magnetic Bookmark Size: 3" x 1.75" (7.5cm x 4.5cm) Printed in full color Material: Recycled Paper Quantity: 2pcs per set</p> <p>Washi Tapes Size: 15mm (W) x 10m (L) Quantity: 5pcs per set</p> <p>Gift box Material: Corrugated cardboard box / Kraft mailer corrugated box Size: 9.8 x 8 x 2.7 inches Quantity: 30pcs</p> <p align="center">* Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Additional Requests from Procuring Entity: <input checked="" 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: For inquiries, pls contact: 8924-6031 loc 231/227 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:*</p> <ol style="list-style-type: none"> DTI/SEC Registration Certificate Mayor's Permit PHILGEPS Certificate of Registration BIR Certificate of Registration (2303) Omnibus Sworn Statement (OSS) <p><small>Important Note: - For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO. - For services, conforme 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 or PO/JO but before payment pursuant to Item 6.3 of GPPB 09-2020.</small></p> <p><small>*Non-submission of these requirements may be grounds for disqualification from the bidding process.</small></p>	30 sets	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.