



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

Date: **26-Jul-21**
Quotation No: **0220-07-21**

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 **30** WORKING 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:
Printing of 2022 BMB Desk Calendar and Wall Calendar

Purpose:
For official use of BMB

Approved Budget for the Contract (ABC):
P 903,500.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	PRINTING OF 2022 BMB DESK CALENDAR Stock : Standee - Air Cloth (blue) / PB #30 Leaves - C2S 180 Envelope - Bookpaper 80lbs. Color : Standee - No Print Leaves - Four (4) colors both sides Envelope - One (1) color Size : Standee - 8" x6.25" Leaves - 8" x 6" Pages : 14 leaves Others: Complete production with concept, lay-out and design and with color separation Finish : Wire-O : Cover - with Matt Lam Spot UV : Inside - no lamination : Envelope-with die-cutting	1500 copies	P _____	P _____
2	PRINTING OF 2022 BMB WALL CALENDAR Stock : Cover-Matt 120 & Inside - Matte 100 : Backboard - Claycoated #24 Size : 20" x 14" spread Color : Cover - Full colors both sides : Leaves - Full colors - 1 side Pages : 14 leaves Others : Complete production, with concept, lay-out and design, with color separation Finish : Wire-O : Cover-with Matt Lamination both side without perforation : Inside - with Matt Lamination one side with perforation Kindly address all proposal to the Chairperson, Bids and Awards Committee 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: <u>for the layout concern, please contact Ms. Joyce at 8924-6031 loc. 227</u> Award of contract shall be made to the Bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis Bidders must submit the following requirements:* 1. DTI/SEC Registration Certificate 2. Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 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. *Non-submission of these requirements shall be grounds for disqualification from the bidding process.	4000 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 _____