

**BIODIVERSITY MANAGEMENT BUREAU**


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

Date: **12 May 23**  
Quotation No: **0206-05-23**  
PR No. **0523.029**

**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 \_\_\_\_\_.

  
**ANSON M. TAGTAG**  
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 Customized Notebook and Jute Bag

**Purpose:**  
For official use of the 33rd Meeting of the ASEAN Working Group on Nature Conservation and Biodiversity (AWGNCB)

**Approved Budget for the Contract (ABC):**  
P59,500.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Customized Notebook</b> <i>Technical Specifications:</i> Wooden cover Notebook 80 leaves with eco pen with design (13cm x 17.5cm)	70 pcs	P _____	P _____
2	<b>Customized Jute bag</b> <i>Technical Specifications:</i> with print and twill Waterproof inner wall (13"x15"x5")  Additional Requests from Procuring Entity: <input checked="" type="checkbox"/> Please provide sample upon request of end-user <input checked="" 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. 210/226</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u> Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis  <b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b> 1. DTI/SEC Registration Certificate 2. Valid and Current Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 5. Omnibus Sworn Statement  <b>Important Note:</b> -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 but before payment pursuant to Item 6.3 of GPPB 09-2020	70 pcs	P _____	P _____
			<b>GRAND TOTAL:</b>	P _____

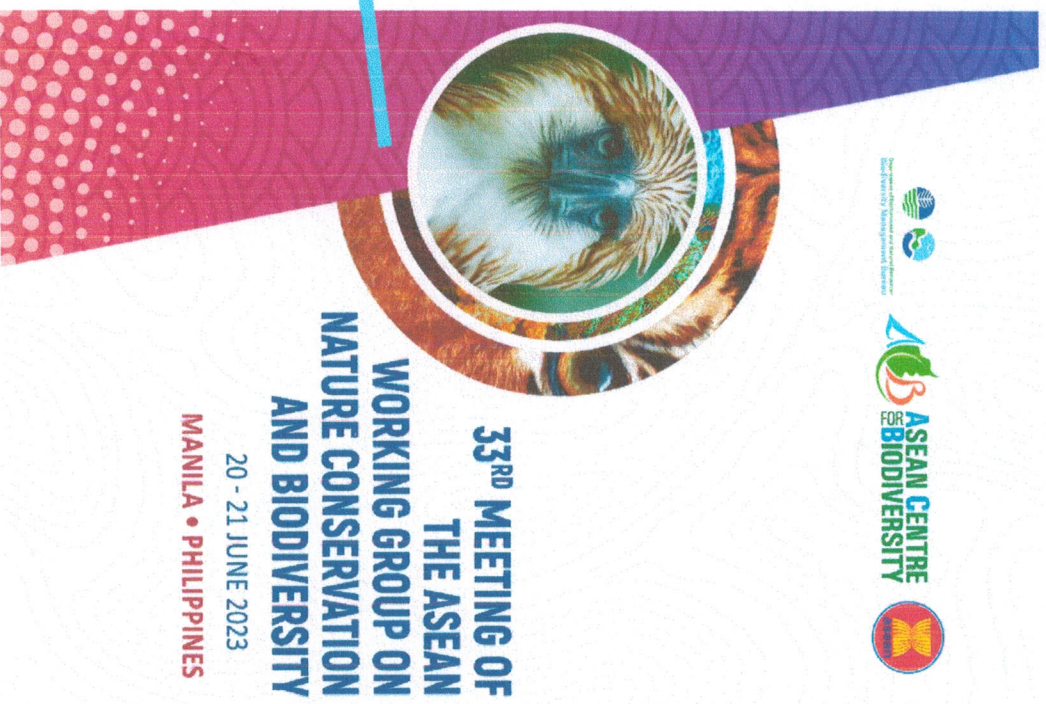
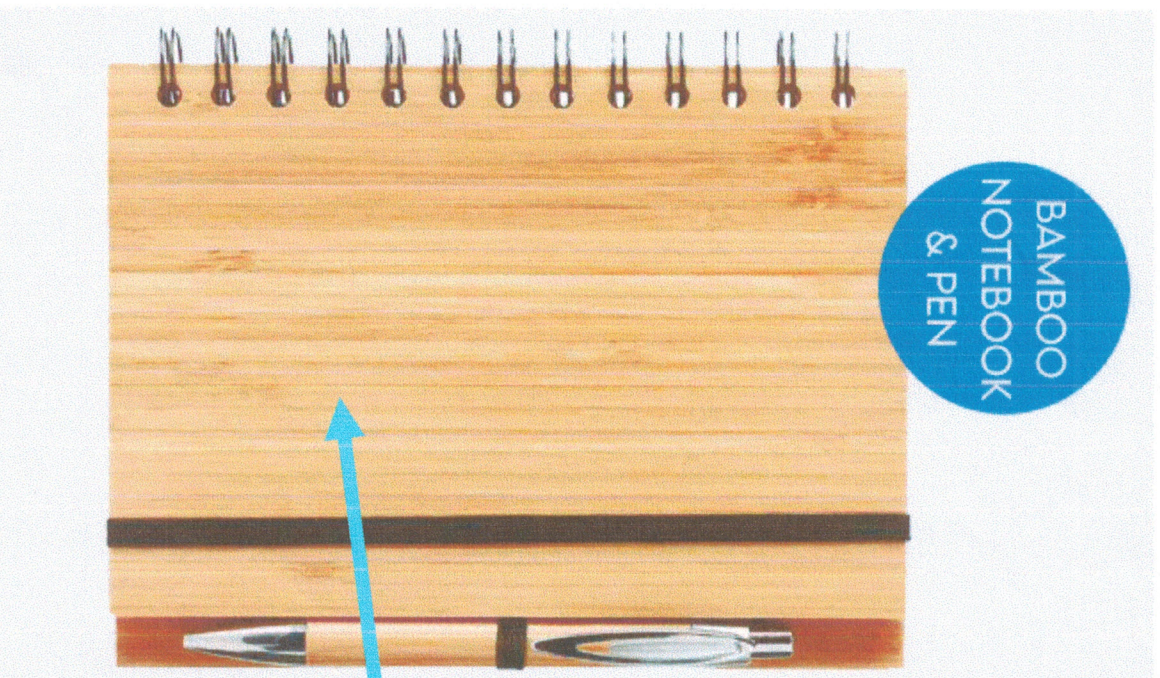
Brand : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

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

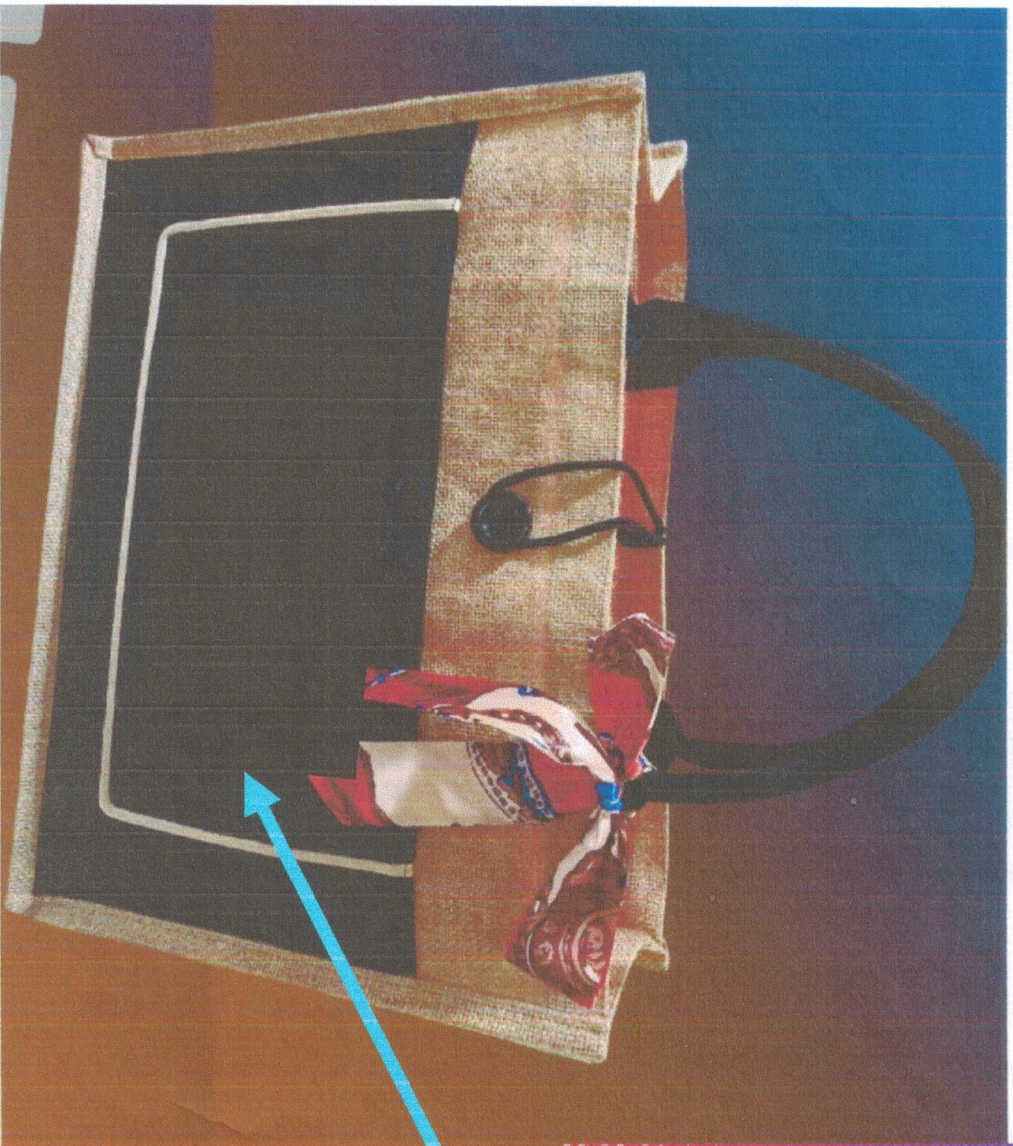


70 pcs – wooden cover notebook with Eco Pen (80 leaves) – 13cmx17.5 cm with individual plastic and design on notebook





70 pcs – Jute bag waterproof inner wall size Medium – 13"x15"x 5" with print and twill



**33<sup>RD</sup> MEETING OF THE ASEAN  
WORKING GROUP ON NATURE  
CONSERVATION AND BIODIVERSITY**

20 - 21 JUNE 2023  
MANILA • PHILIPPINES