


**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 **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, Printing and Delivery of 500 pcs BMB Newsletter (Issue No. 8)

**Purpose:**  
For official use of the CAWED

**Approved Budget for the Contract (ABC):**  
P80,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Printing of BMB Newsletter (Issue No. 8)</b> <i>Technical Specifications:</i>  <b>Size:</b> Folded A4; Spread A3  <b>Cover:</b> C2S 220 lbs  <b>Stock:</b> C2S 100 lbs  <b>Print:</b> Full color with spot lamination  <b>No. of pages:</b> 35 pages including cover  <b>Binding:</b> Perfect bind  <b>Inside page:</b> A2 size with perforation  <b>Other:</b>  <b>Mechanicals:</b> File supplied  <b>Proofing:</b> 2 sets of digital print proof  <b>Printer:</b> 4 color offset printer  <b>Terms of payment:</b> Government term  <b>Delivery:</b> 20 calendar days</p> <p>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:  <b>For more info, please contact the end-user at 8924-6031 loc. 227/229/230/231</b>  <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></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:            1. DTI/SEC Registration Certificate            2. Valid Mayor's Permit            3. PHILGEPS Certificate of Registration            4. BIR Certificate of Registration            5. Sign Omnibus Sworn Statement</p> <p><b>Important Note:</b>            -For goods, conform of the winning bidder must be done within seven (7) calendar days upon serving of the PO.            -For services, conform 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>	500 pcs	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.





# BIODIVERSITY SENTINEL

OFFICIAL NEWSLETTER OF THE DENR - BIODIVERSITY MANAGEMENT BUREAU

JULY - DECEMBER 2023 | ISSUE NO. 8

## CLIENT SATISFACTION SURVEY MARCH 2024

The Officer in Charge  
Biodiversity Policy and Knowledge Management Division