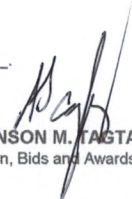


REQUEST FOR QUOTATION

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 2025 BMB Planner Including Design and Lay-out

**Purpose:**

For official use of the BMB

**Approved Budget for the Contract (ABC):**

P529,100.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Printing of 2025 BMB Planner</b></p> <p><i>Technical Specifications:</i>            Size: 5.8 x 8.3 inches (folded): 11.6 x 8.3            Color: Inside - full color            Pages: Inside - 180 pages            Stock: Cover - faux leather mounted on oasteboard 30            Flyleaf: Centennial American white 120 gsm            Inside: White book paper 70 pounds            Process: Computer-to-plate, offset printing            Binding: Smythe sewn, hardbound            Lamination: None</p> <p><b>Others: Full production by printer (lay-out and design) with 3 sets of proofs with belly band - 1 color, fit to size</b></p> <p>Cover: with debossed with garter with rounded corners            Note: Submission of previous sample works with similar specs and free sample mock up upon bidding            Delivery: 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:  <u>For more info, please contact the end-user at 8924-6031 loc. 223/224/225/255/257</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"> <li>DTI/SEC Registration Certificate</li> <li>Valid Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration (2303)</li> <li>Sign Omnibus Sworn Statement</li> <li>Income Tax Return (ITR)</li> </ol> <p><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</p>	1,100 cps	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 \_\_\_\_\_