

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. TASTA**  
 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 Printing of Leaflet and Coloring Book

**Purpose:** \_\_\_\_\_

For official use of the BMB-NAPWC IEC Materials

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

₱69,860.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Leaflet</b></p> <p><i>Technical Specifications:</i>                      Size: 6" x 24"                      Paper: C2S #160                      Color: Full Color                      3 Folds</p>	2660 copies	P _____	P _____
2	<p><b>Coloring Book</b></p> <p><i>Technical Specifications:</i>                      Size: A4 (297mm x 210mm)                      Paper: Cover - Foldcote, 12 with UV lamination                      Inside - 80 GSM white paper                      Color: Cover - Full color                      Inside - One color                      Pages: 24 including cover                      Binding: Saddle Stich                      Design and content to be provided by NAPWC  <b>Please see attached sample</b></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. 236/243/240</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/Business Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration (2303)</li> <li>Sign Omnibus Sworn Statement (OSS)</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>	428 copies	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 \_\_\_\_\_







coloring book

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**Mga Hiyas Natin Series**

**Work on the Live Trees APWC**

**PHSS WILDLIFE**



**BALITBITAN**

*Cynometra ramiflora*

**CONSERVATION STATUS:**  
Other Viable Species



**BAGAWAK MORADO**

*Cleistanthus quadriloculare*

**CONSERVATION STATUS:**  
Vulnerable



**DID YOU KNOW...**

Balitbitan is known with unique colors: light green, or pink, roadside plants.

Scan to know?



**Mga Hiyas Natin Series**

**A Coloring Book on the Philippine Native Trees Thriving at NAPWC**

**PHSS WILDLIFE**