

**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 and Printing of BMB Newsletter (Issue No. 10)

**Purpose:**  
 For official use of the BMB Newsletter July - December 2024

**Approved Budget for the Contract (ABC):**  
 ₱80,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Printing of BMB Newsletter (Issue No. 10)</b></p> <p><i>Technical Specifications:</i>                      Size: Folded A4: Spread A3                      Cover: C2S 220 lbs                      Stock: C2S 100 lbs                      Print: Full color with spot lamination                      No. of Pages: 45-50 pages including cover                      Binding: Perfect bind                      Inside page: A2 size with perforation                      Inside page: Waterproof stickers with perforation</p> <p><b>Other:</b>                      Mechanicals: File supplied                      Proofing: 2 sets of digital print proof                      Printer: 4 color offset printer</p> <p><b>Term of payment: Government term</b>  <b>Delivery: 20 calendar days</b>  <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:                      For more info, please contact the end-user at 8924-6031 loc. 227/230/231                      Kindly address all proposals to the Chairperson, Bids and Awards Committee</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>	500 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.





# BIODIVERSITY SENTINEL

OFFICIAL NEWSLETTER OF THE DENR - BIODIVERSITY MANAGEMENT BUREAU

JULY - DECEMBER | ISSUE NO. 10



**Department of Environment and Natural Resources  
Biodiversity Management Bureau**

For further information, visit or call:

Biodiversity Management Bureau  
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Webpage: <http://www.bmb.gov.ph/>  
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Department of Environment and Natural Resources  
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