



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: apgonzales@bcda.gov.ph

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date : **26 September 2024**

PR #: **PR0000862**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **30 September 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

**APRIL JOY GONZALES**  
Canvasser

**ALMIRA CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
200	ITEM	PVCCARD Specs: -Letter S -Control Number C001-C100 -Included - ID Pin  ABC - Php 100.00				
300	ITEM	PVCCARD Specs: -Letter S -Control Number M001-M150 -Included - ID Pin  ABC - Php 100.00				
50	ITEM	PVCCARD Specs: -Letter V -Control Number C001-C300 -Included - ID Pin  ABC - Php 100.00				
100	ITEM	PVCCARD Specs: -Letter V -Control Number M001-M200 -Included - ID Pin  ABC - Php 100.00				
				<b>TOTAL AMOUNT</b>	<b>P</b>	

Kindly see other specifications below for your reference.

Delivery Address: BCDA 2nd flr. Bonifacio Technology Center, 31st Street cor. 2nd Ave., BGC Taguig City

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Bidders/Suppliers are required to submit the following Documentary Requirements upon submission of quotation:



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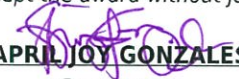
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**APRIL JOY GONZALES**  
Canvasser

  
**ALMIRA CLARIANES**  
Chief Administrative Officer

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPs Registration No.
- 3) Notarized Omnibus Sworn Statement

**NOTE:**

A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the notarized Omnibus Sworn Statement (OSS) within 5 working days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

**Terms and conditions:**

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30days**
- Delivery : **15 calendar days**
- Validity of price : **one month**
- Warranty : **NA**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

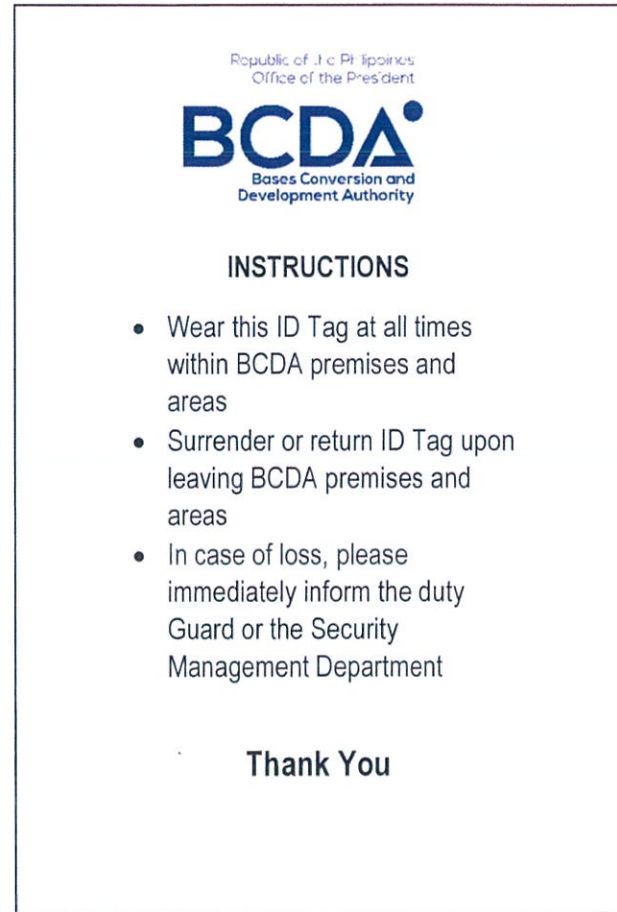
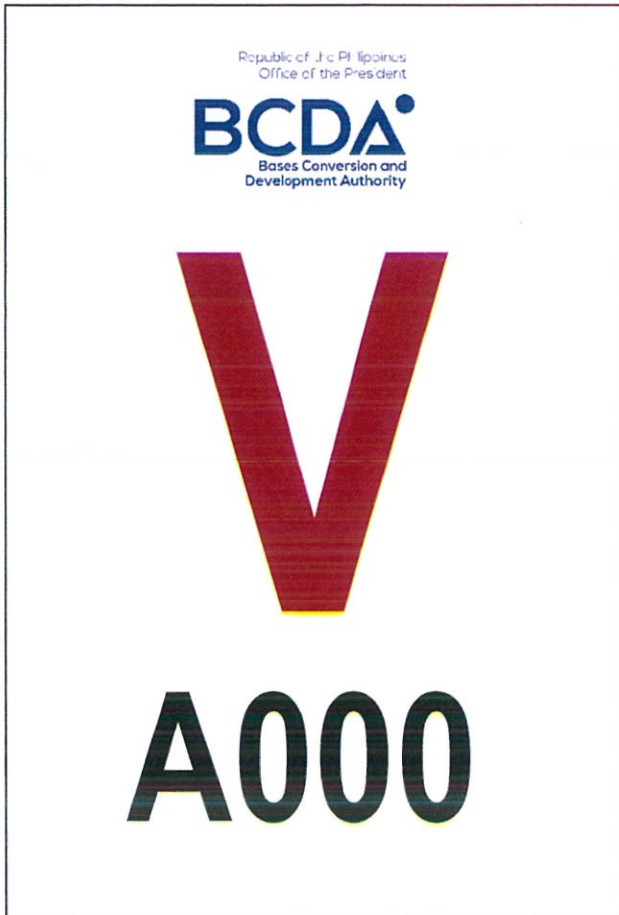
\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Telephone / Fax Number

## PRINTING OF VISITORS AND SPECIAL IDENTIFICATION BADGES

1. Size:
  - a. 3.375" x 2.125" CR80 (Standard ID Card Size)
2. Background – White
3. Letter Code Colour:
  - a. Visitor – **V**
  - b. Special - **S**
4. Area Code Designation for **Visitor Manila Badges - M**
  - a. Control Number: **001 – 200**
5. Area Code Designation for **Visitor Clark Badges – C**
  - a. Control Number: **001 – 300**
6. Area Code Designation for **Special Manila Badges – M**
  - a. Control Number: **001 – 050**
7. Area Code Designation for **Special Clark Badges – C**
  - a. Control Number: **001 – 100**
8. Instructions:
  - a. Font: Arial Narrow
  - b. Size: 14



SIZE- half of Card

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Republic of the Philippines  
Office of the President

**BCDA**  
Bases Conversion and  
Development Authority

**S**

**A000**

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### INSTRUCTIONS

- Wear this ID Tag at all times within BCDA premises and areas
- Surrender or return ID Tag upon leaving BCDA premises and areas
- In case of loss, please immediately inform the duty Guard or the Security Management Department

**Thank You**

**S**

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**A000**

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