



**BASES CONVERSION and DEVELOPMENT AUTHORITY**

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

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

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

(Company Name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

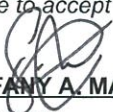
Date: **10 October 2024**

PR #: **PR000870-869-868-867**

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 **16 October 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 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 gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

  
**STEFANY A. MATEO**  
Canvasser

  
**ALMIRA S. CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(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 (A x D)
11	SET	<b>CHRISTMAS TOKEN</b> <b>Gift Basket with 12-15 premium products</b> <i>Specifications:</i> - US/European brands - With Packaging (basket, wooden box, etc. with Christmas ribbon/ accessories) - Sample Gift Box/Basket Content may include but not limited to the following items: <i>Wine (R/W), Pate, Crackers/Pretzels, Pasta, Pasta Sauce, Wafers/biscuits, Tea, Chocolates/Candies, Cereals, Jams, Cheese, Chips, Premium canned goods</i> <b>SUBMIT LIST OF CONTENT &amp; SAMPLE PICTURE OF BOX/BASKET</b> <i>Target Delivery: Last week of November 2024</i> <i>(ABC) PHP 3,500.00 per Set</i>				
25	SET	<b>GIFT BASKET</b> <b>Gift Basket with 6-8 premium products</b> <i>Specifications:</i> - US/European brands - With Packaging (basket, wooden box, etc. with Christmas ribbon/ accessories) - Sample Gift Box/Basket Content may include but not limited to the following items: <i>Wine (R/W), Pate, Crackers/Pretzels, Pasta, Pasta Sauce, Wafers, Tea, Chocolates/Candies, Cereals, Jams, Cheese</i> <b>SUBMIT LIST OF CONTENT &amp; SAMPLE PICTURE OF BOX/BASKET</b> <i>Target Delivery: Last week of November 2024</i> <i>(ABC) PHP 2,000.00 per Set</i>				



**BASES CONVERSION and DEVELOPMENT AUTHORITY**

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

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

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

(Company Name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Date: **10 October 2024**

PR #: **PR000870-869-868-867**

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 **16 October 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 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 gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

  
**STEFANY A. MATEO**  
Canvasser

  
**ALMIRA S. CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(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 (A x D)
500	PC	<b>BAG</b> <b>Local Vegan Leather Multi-Purpose Laptop Sleeve</b> <i>Specifications:</i> - Made with vegan leather acts as a laptop sleeve and a work essentials organizer - Can fit up to 13" laptop - With a collapsible laptop stand with pocket sleeves - locally-made - Branding - Engraved BCDA logo <i>Target Delivery: Last week of November 2024</i> <i>(ABC) PHP 1,500.00 per Piece</i>				
600	PC	<b>PAPER BAG</b> <i>Specifications:</i> - Color - Black - Branding with BCDA Logo (full white) and/or New Clark City Logo (white and orange) - Plain rope handle - Thick kraft paper (120 to 150 gsm) - Matte finish - Large (25x37x11cm) <i>Target Delivery: First week of November 2024</i> <i>(ABC) PHP 250.00 per Piece</i>				
<b>TOTAL AMOUNT</b>					₱	



**BASES CONVERSION and DEVELOPMENT AUTHORITY**

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

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

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

(Company Name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: **10 October 2024**


PR #: **PR000870-869-868-867**

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 **16 October 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 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 gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

  
**STEFANIA A. MATEO**  
Canvasser

  
**ALMIRA S. CLARIANES**  
Chief Administrative Officer

<b>TO: BCDA HEAD OF PROCUREMENT</b>						
Per request, below is/are the price(s) of the article(s)/service(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 (A x D)

**Documentary Requirements upon submission of quotation:**

- 1) Valid Mayor's/Business Permit
  - 2) PhilGEPS Registration No.
  - 3) BIR Certificate of Registration (BIR Form 2303)
  - 4) Income/Business Tax Return if the ABC is above 500k
  - 5) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

**Terms and conditions:**

- Price.** Inclusive of all applicable taxes
- Payment:** NET Thirty (30) working days
- Delivery:** \_\_\_\_\_ day/s (upon conforme of P.O.)
- Validity of price:** one (1) month
- WARRANTY:** at least one (1) year

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