

**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: samateo@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **24 January 2025**PR #: **PR0001115**

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 January 2025**.
- 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.


STEFANY MATEO
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 0	ITEM	BROCHURES PRINTING OF COLLECTIVE NEWSLETTER Specifications: 40 pages inclusive of front and back cover Sizes (Folded): 160mm (W) X 240mm (H) Paper Stock: - Cover & Back: Old Mill Premium White 190gsm - Inside: Century Cotton Wove 100gsm - Color: Full Color, All pages Process: Offset Printing Binding: Perfect Binding Quantity: 2,000 copies total (500 per delivery/quarter) No. of deliveries: delivery of four (4) issues on designated dates Proofing: - First proofing with actual paper, within 2 working days upon receipt of PDF file - Final proof with actual paper, within 2 working days upon receipt of PDF file (Approved Budget for the Contract PHP630,000.00)				
				TOTAL AMOUNT		P

Delivery Address: BCDA Office, 2F Bonifacio Technology Center (BTC) Bldg., 31st St., corner 2nd Ave. BGC, Taguig City

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)



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Terms and conditions:

Price : **(Inclusive of all applicable taxes)**
Payment : **NET Thirty (30) working days**
Delivery : **30 day/s (upon Approval of Final Proofing)**
Validity of price : **one month**
Warranty : _____

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