

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

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

Email: [vmnatividad@bcda.gov.ph](mailto:vmnatividad@bcda.gov.ph)

**REQUEST FOR QUOTATION**

(Company Name):

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

Date: 19 February 2025

PR #: 0001132

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 **24 February 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 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.

  
**VICKY NATIVIDAD**  
Canvasser

  
**ALMIRA S. OLARIANES**  
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)
50	REAM	LETTERHEAD W/ BCDA LOGO, (1ST PAGE) ( ABC Php 85,000.00 )				
		85 GSM SIZE A4, 500 Pcs/Ream, Color: Full Color, Offset Printing, Canon Laid New Brilliant White, One Side Print, Includes Color Separation				
20	REAM	LETTERHEAD W/ BCDA LOGO, (2ND PAGE) (ABC Php 34,000.00)				
		85 GSM SIZE A4, 500 Pcs/Ream, Color: Full Color, Offset Printing, Canon Laid New Brilliant White, One Side Print, Includes Color Separation				
20	BOX	ENVELOPE, MAILING WITH BCDA LOGO (ABC Php 26,785.53				
		9-1/2 x 4-1/8, 500PCS/BOX, Color: Full Colors: Materials:Book#70, Offset Printing, SIZE: Folder (9-12" X 4-1/8"); Spread (15X9-3/4)				
		<b>TOTAL ABC IS PHP145,785.53</b> Purpose: For BCDA Wide Use for the 1st Quarter 2025  Please Quote for One (1) Lot				
TOTAL AMOUNT						-



2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City  
Tel. No. 8575-1700 loc. 1782/1784  
Email: [vmnatividad@bcdca.gov.ph](mailto:vmnatividad@bcdca.gov.ph)

**REQUEST FOR QUOTATION**

(Company Name):

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


Date: 19 February 2025  
PR #: 0001132

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 **24 February 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 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.*

  
**VICKY NATIVIDAD**  
Canvasser

  
**ALMIRA S. CLARIANES**  
Chief Administrative Officer

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

- 1) Valid Mayor's Permit
- 2) Notarized Omnibus Sworn Statement
- 3) PhilGEPS Registration No.
- 4) BIR Form No. 2303
- 5) Income/Business Tax Return if the ABC is above 500k

**NOTE:**

*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.*

**Delivery Address: BCDA Motorpool, Pamayanang Diego Silang, Brgy. Ususan Road, C5 Road, Taguig City**

**Terms and conditions:**

**Price:** inclusive of all applicable taxes

**Payment:** NET Thirty (30) working days

**Delivery:**

**Validity of price:** one month

**WARRANTY:** (if any)

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be prior to our receipt of your Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number