

**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 : **19 June 2025**PR #: **PR0001382**

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 **23 June 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 (Ax D)
500	ITEM	BROCHURES, BCDA Promotional Specifications: Size - 14" x 9" (S)/7" x 9" (F); 4/4 Color - Full 16 Pages - (including front and cover) Folded and stapled in the Middle Paper Type - C2S Matte or closest paper Thickness - 170gsm or closest thickness Offset Printing (Approved Budget for the Contract Php130.00 per piece)				
500	ITEM	INSERT, Investment Opportunities Specifications: Size - 7" x 9" (F); Color - Full color Paper Type - C2S Matte or closest Thickness 170gsm or closest thickness Offset Printing (Approved Budget for the Contract Php30.00 per piece)				
12	PIECE	TARPAULIN, Pull-up Banners Specifications: Stand: Size - 3ft by 7 ft (WxH) Material - Aluminum Includes Carry Bag Tarpaulin: Size - 2.75ft by 6.5ft (WxH) 13oz Thickness or better Full Color (Approved Budget for the Contract Php2,000.00 per piece)				
				TOTAL AMOUNT		P

1 LOT SUPPLY AND DELIVERY



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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) 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 : **30 day/s (upon Approval of Final Proofing)**
Validity of price : **one 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