

**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 : **8 July 2025**PR #: **PR0001451**

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 **11 July 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)
4	ITEM	MARKETING COLLATERALS PULL UP BANNER 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 - Provide sample (ABC Php2,000.00 per set)				
300	ITEM	MARKETING COLLATERALS BCDA PENS Specifications: Material: Metal Color: Black Ink color: Black Logo Print: UV Print Packaging: individual OPP bag (ABC Php60.00 per piece)				
200	ITEM	MARKETING COLLATERALS CUSTOMIZED NOTEBOOK Specifications: Material: PU Leather Color: Assorted Size: A5 Paper: Woodfree paper Paper thickness: 80gsm - Features: At least 80 sheets Magnetic lock With ribbon bookmark Print: customized UV printing Packaging: individual OPP bag (ABC Php250.00 per piece)				

**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 : **8 July 2025**PR #: **PR0001451**

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 **11 July 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	ITEM	MARKETING COLLATERALS NORDIC MUG Specifications: Material: Ceramic Mug Size: 7.2x8.8x11cm Capacity: 16oz / 400ml Features: Cork base mug Color: Black Finish: Matte Print: UV printing Packaging: individual standard box (ABC Php300.00 per piece)				
300	ITEM	MARKETING COLLATERALS JUTE BAG Specifications: Material: Laminated Jute Printing: Silkscreen 2 logos, 1 color print (both sides print) Size: 14" x 14" x 4 gusset Handle: 1.5" Cotton Packaging: OPP resealable plastic Customized with BCDA/New Clark City Logo (ABC Php280.00 per piece)				
				TOTAL AMOUNT		P

SUBMIT ACTUAL SAMPLE

Delivery Place: 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) 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)



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 : **8 July 2025**

PR #: **PR0001451**

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 **11 July 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

Terms and conditions:

Price : **(Inclusive of all applicable taxes)**

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

Delivery : **15 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