



## 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):

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Date: **05 September 2025**

PR #: **PR0001569 / 1570**

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 **09 September 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.

  
**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)
9	PC	<b>JACKET</b> Specifications: Type: Sports Jacket Materials: Microfiber with a thicker fabric Color and Design: please see attached design BCDA Logo Embroidered: 2.5 inches Assorted sizes SUBMIT ACTUAL SAMPLE MATERIAL (ABC Php3,000.00 per Jacket regardless of size)				
9	PC	<b>POLO SHIRT, DESIGN 1</b> Specifications: Type: Polo Shirt Materials: Dri-fit Color and Design: Please see attached design BCDA Logo Embroidered: 2.5 inches Assorted sizes SUBMIT ACTUAL SAMPLE MATERIAL (ABC Php1,500.00 per Shirt regardless of size)				
9	PC	<b>POLO SHIRT, DESIGN 2</b> Specifications: Type: Polo Shirt Materials: Dri-fit Color and Design: Please see attached design BCDA Logo Embroidered: 2.5 inches Assorted sizes SUBMIT ACTUAL SAMPLE MATERIAL (ABC Php1,500.00 per Shirt regardless of size)				
<b>Total Approved Budget for the Contract (ABC) PHP54,000.00</b>						
<b>TOTAL AMOUNT</b>						<b>₱</b>

Note: **SUBMIT ACTUAL SAMPLE MATERIAL**



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**STEFANY A. MATEO**

Canvasser

  
**ALMIRA S. CLARIANES**

Chief Administrative Officer

**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

*(Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS)*

**Terms and conditions:**

Price: **Inclusive of all applicable taxes**

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

Delivery: **10 day/s (upon approval of final proof)**

Validity of price: **one (1) 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





Design # 1





Design # 2

