

**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):

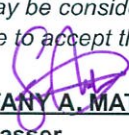
Date: 17 September 2025

PR #: PR0001573

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 **22 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)
1,000	PIECE	ENVELOPE Procurement of Printing Services for Corporate Communication Collaterals <i>Specifications:</i> Size: approx. (W) 32.25" x (H) 15.25" (spread) Paper stock: Master smooth White 200 gsm (or as proposed by the supplier, subject to the approval of BCDA) Printing: Full color with CTP output, inclusive of die-cutting and assembly (Total Approved Budget for the Contract (ABC) Php95,000.00)				
TOTAL AMOUNT						₱

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) calendar days**
Delivery: **15 day/s (upon approval of final proofing)**
Validity of price: **one (1) 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 done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number



BCDA
Base Conversion and
Development Authority

The Base Conversion and Development Authority (BCDA) is a government-owned and -controlled corporation, which was created to build great cities while strengthening the Armed Forces.

The BCDA is vested with corporate powers under Republic Act 7227 or the Base Conversion into Other Productive Uses, Creating the Base Conversion and Development Authority for the Region, when any funds, therefor, and for other purposes.

The BCDA engages in public-private partnerships to push forward vital public infrastructure such as tollways, airports, seaports, and major real estate developments.

**WE BUILD
GREAT CITIES
WHILE WE HELP
STRENGTHEN OUR
ARMED FORCES.**

BCDA CORPORATE CENTER

1111 Ave. North, Northridge, CA 91324
Tel: 818.708.1234 Fax: 818.708.1235
www.bcdacenter.com



Envelope Size

Height 13 inch
Height of inner pocket 9 inch
Height of Glue Flap 1.25 inch
Height of Bottom Closure Pannel 0.5 inch

Length of Front pannel 10.4 inch
Length of Back pannel 10.4 inch
Length of inner pocket 10.4 inch

Width 0.5 inch

