



REQUEST FOR QUOTATION NO.: 2021-12-046

Date: December 22, 2021

Procurement Title : **Supply, Delivery and Printing of One Thousand Five Hundred (1,500) Copies of Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Souvenir Book/Program**

PR No. : **2021-12-101**
Approved Budget for the Contract : **Php 341,250.00**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **December 29, 2021, 1:00 P.M.**

I. Requirements

1. The winning bidder shall deliver the goods to the Commission on Filipinos Overseas Office at Citigold Center, 1345 Pres. Quirino Avenue cor. Osmeña Highway, Paco, Manila;
2. The said winning bidder shall bear the cost of transportation;
3. The winning bidder shall replace the item if found to be defective/not in conformity with the description during inspection.

II. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
 - PhilGEPS Registration Number/Certificate
 - Mayor's/Business Permit
 - BIR Form 2303 Certificate
 - SEC or DTI Certificate
 - Notarized Omnibus Sworn Statement
 - Brochure/Proof of previous works/Sample
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.



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KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION NO.: _____ VALID UNTIL: _____

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
1500	Copies	Supply, Delivery and Printing of Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Souvenir Book/Program	₱ 227.50	₱ 341,250.00	₱ 341,250.00	
TOTAL AMOUNT					₱ 341,250.00	

TECHNICAL SPECIFICATIONS

ITEM DESCRIPTION	SPECIFICATIONS
PAFIOO SOUVENIR BOOK/PROGRAM	Size: 8-1/2 x 11 letter size – folded
	Cover: Fold coat caliper 12 w/matte lamination on one side
	Cover: One color (dark navy blue) with gold embossed
	Inside pages: Becket Expression prepi 90 gsm color
	Alibata (10 characters) and the text "The Year 2021 Presidential Awards for Filipino Individuals and Organizations Overseas" back to bac printing
	Inside: one color on both sides
	Binding: Smyth Sewn (Perfect Binding)
	No. of pages: 100 pages (including cover)
	Process: Offset Printing
	Others: Camera ready materials

DELIVERY SCHEDULE : 30 Working Days from receipt of a copy of the Notice to Proceed

After careful evaluation of the Requirements, General Terms and Conditions, Technical Specifications, Warranty and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For Further information, please refer to:

KEESHIA MAE ACEDERA
Procurement Officer

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Tel. No: [8552-4792](tel:8552-4792)



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