



REQUEST FOR QUOTATION NO.: 2024-08-057

Date: August 15, 2024

Procurement Title : Supply, Printing, and Delivery of IACAT National Advocacy Communication Plan 2024-2028

Purchase Request No. : 2024-08-164

Approved Budget for the Contract : Php 150,000.00 (Vat Inclusive)

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 **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **August 20, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. 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;**
 - **Income/Business Tax Return;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Sample of previous work of booklet;**
 - **Brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

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

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Supply, Printing, and Delivery of IACAT National Advocacy Communication Plan 2024-2028 Delivery Address: CFO Davao Satellite Office 3rd Floor Pink Walters, Bldg. Quimpo Blvd., Ecoland Brgy. 76-A Bucana, Davao City <i>Technical Specifications:</i> Size: Medium (1708x22.9cm) Printing: Landscape Page count: 108 pages Paper: <ul style="list-style-type: none"> • Front and Back – Embossed/UV spot (250 gsm) • Inside pages – Glossy paper/lightweight coated (60 gsm) Ink: Colored Binding: PUR Binding Design: To be provided by the CFO Delivery: Free	500 pcs	PHP 150,000.00 (Php 300.00/piece)	
TOTAL AMOUNT		PHP 150,000.00	

Delivery Schedule: 30 calendar days after the approval of the sample booklet
Sampling Schedule: 5 days upon receipt of Purchase Order

After careful evaluation of the General Terms and Conditions, Specifications, 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 L. ACEDERA
 Procurement Officer

Email: bac.secretariat@cfo.gov.ph