



**REQUEST FOR QUOTATION NO.: 2024-09-063**

Date: September 04, 2024

**Procurement Title : Supply, Printing, and Delivery of CFO Letterhead**

**Purchase Request Nos. : 2024-08-181**

**Approved Budget for the Contract : Php 275,000.00 (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](mailto:bac.secretariat@cfo.gov.ph) on or before **September 11, 2024; 08:00 A.M.**

**Documents submitted via email should be password-protected. (see attached instructions on how to lock your files).** 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;**
  - **Notarized Omnibus Sworn Statement;**
  - **Copy of any Valid ID of the Authorized Representative;**
  - **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
<b>Supply, Printing, and Delivery of CFO Letterhead</b>	<b>500 reams</b>	<b>Php 275,000.00 (Php 550.00 per ream)</b>	
<b>Specifications:</b> <ul style="list-style-type: none"> <li>• CFO Letterhead</li> <li>• Size: A4</li> <li>• Color: Full color</li> <li>• Page: 1 side print, 120 gsm</li> </ul>			
<b>TOTAL AMOUNT</b>		<b>Php 275,000.00</b>	

**Delivery Schedule: 30 calendar days upon approval of the sample product**

**Please see attached Annex A for the layout**

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  
 Telephone: 8552-4792 / 8552-4703 / 8552-4756



Republic of the Philippines  
Office of the President of the Philippines  
**COMMISSION ON FILIPINOS OVERSEAS**  
*KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT*

