



REQUEST FOR QUOTATION NO.: 2024-10-073

Date: October 10, 2024

Procurement Title : Supply, Printing, and Delivery of CFO Citizen's Charter Materials

Purchase Request Nos. : 2024-10-198

Approved Budget for the Contract : Php 92,400.00 (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 **October 14, 2024; 09:00 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; and**
 - **Copy of any Valid ID of the Authorized Representative**
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:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

***Bidders may choose to bid per line item*

***Award will be made per line item*

Line Item	ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
1	Supply, Printing, and Delivery of Citizen's Charter Tarpaulin Specifications: <ul style="list-style-type: none"> ▪ Tarpaulin 10 oz ▪ 2 to 3 inc. allowance ▪ sizes: 60x160 cm (23.62x62.99 inches) ▪ Full colored ▪ With installation on client's mechanism (<i>tarpaulin only, no stand</i>) ▪ Design/Layout will be provided by the CFO 	3 pieces	Php 2,100.00 (Php 700.00 per piece)	
	Supply, Printing, and Delivery of Citizen's Charter tarpaulin with Heavy Duty Stand Specifications: <ul style="list-style-type: none"> ▪ Tarpaulin 10 oz ▪ 2 to 3 inc. allowance ▪ sizes: 60x160 cm (23.62x62.99 inches) ▪ Full colored ▪ Mounting on Pull-up Stand Mechanism (Heavy Duty) ▪ Design/Layout will be provided by the CFO 	4 pieces	Php 4,800.00 (Php 1,200.00 per piece)	
	Supply and Delivery of Citizen's Charter Cork Board Specifications: <ul style="list-style-type: none"> ▪ Thickness: ½ inch ▪ Size: 8ft x4ft size ▪ Metal Frame See attached Annex A for the Layout	1 piece	Php 7,000.00	
	Supply and Delivery of Acrylic Magazine Stand	21 pieces	Php 52,500.00 (Php 2,500.00 per	

	Specifications: <ul style="list-style-type: none"> ▪ Size: A4 See attached Annex A for the Layout		piece)	
2	Supply and Delivery of two-storey heavy duty TV Stand for 55 inches TV Specifications: <ul style="list-style-type: none"> ▪ Suitable for 55 inches TV ▪ Warranty: 2 years See attached Annex A for the Layout	1	Php 26,000.00	
TOTAL AMOUNT			PHP 92,400.00	

Delivery Schedule: 10-15 calendar days upon receipt of the Notice to Proceed

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 A. BIENDIMA
Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph
Telephone: 8552-4792 / 8552-4703 / 8552-4756

ANNEX A

CITIZEN'S CHARTER TARPAULIN

- Design/Layout will be provided by the CFO

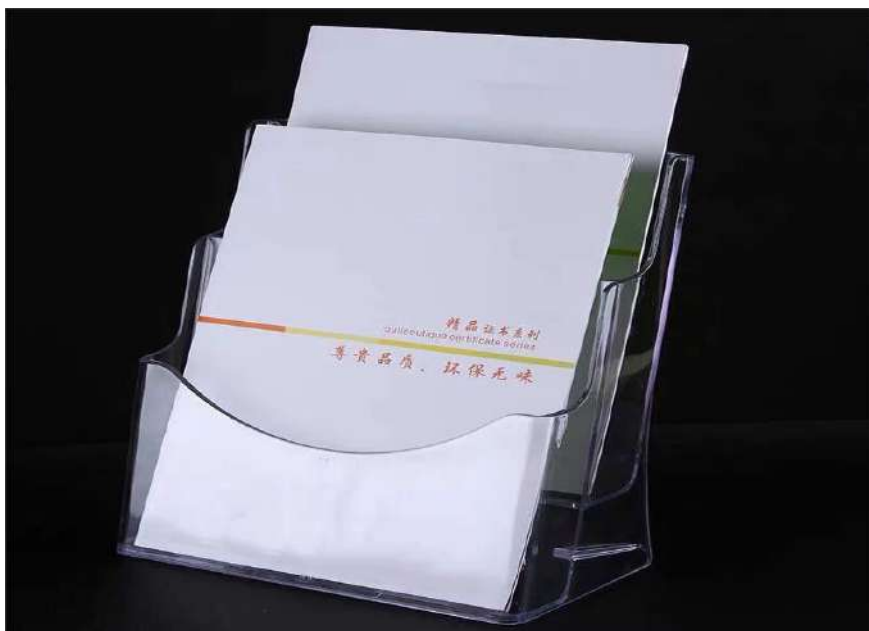
CITIZEN'S CHARTER TARPAULIN WITH HEAVY DUTY STAND

- Design/Layout will be provided by the CFO

CITIZEN'S CHARTER CORKBOARD



CITIZEN'S CHARTER ACRYLIC MAGAZINE STAND



CITIZEN'S CHARTER TWO-STOREY HEAVY DUTY TV STAND

