



**REQUEST FOR QUOTATION NO.: 2024-10-075**

Date: October 14, 2024

**Procurement Title : Supply, Fabrication, and Delivery of Plaques**

**Purchase Request Nos. : 2024-10-193**

**Approved Budget for the Contract : Php 161,000.00 (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 **October 22, 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;**
  - **Copy of any Valid ID of the Authorized Representative; and**
  - **Product brochure or sample of previous works**
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, Fabrication, and Delivery of Plaques			
<b>Specifications:</b>	46 pieces	PHP 161,000.00 (PHP 3,500.00 per piece)	
• Qty: 28 pieces - Bronze			
16 pieces - Silver			
2 pieces - Gold			
• Base color: Bronze, Silver, and Gold			
• Size: H-9 inches x W-6 inches			
• Material: Glass			
<b>TOTAL AMOUNT</b>		<b>PHP 161,000.00</b>	

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

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

# Annex A

## Bronze



Silver



Gold



After careful evaluation of the General Terms and Conditions, Specifications, Delivery Schedule and Layout, 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 more information, you may contact the **CFO-BAC Secretariat** through:

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)

Telephone numbers: 8552-4792, 8552-715, 8552-4756