



REQUEST FOR QUOTATION NO.: 2024-10-077

Date: October 21, 2024

Procurement Title : Supply, Printing, and Delivery of the 2025 CFO Calendar

Purchase Request Nos. : 2024-10-202

Approved Budget for the Contract : Php 800,000.00 (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 **October 29, 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;**
 - **Income/Business Tax Return**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **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:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Supply, Printing, and Delivery of the 2025 CFO Calendar Specifications: Stock: Leaves – C2S/Matte 300gsm ▪ Size: 10 inches (width), 8 inches (height) ▪ Standee: PB #30 wrapped by C2S 170gsm Size: 110 inches (width), 8 inches (height) Number of pages: 30-35 pages Print: ▪ Leaves – 2 side full color offset print, no lamination (foil stamping for the cover page) ▪ Standee – 1 side full color offset print, with lamination Binding: Double loop Layout & Design: provided by CFO	5,000 pieces	PHP 800,000.00 (PHP 160.00 per piece)	

Delivery Schedule: 20 calendar days upon approval of the sample
Sample: 5 calendar days upon receipt of the Notice to Proceed
****The sample should be a complete calendar with the actual specifications****

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery and Sample 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

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

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