

REQUEST FOR QUOTATION



For Printing of Cavite Tourism Brochure for use of Provincial Tourism Office

Name of Company

Date: November 19, 2018

RFQ No.: NLONTOC-RFQ-407-2018

Complete Company Address

PR No.: 2018-10-2159/10-31-18

PHILGEPS Ref. No.: 5821186

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **November 26, 2018 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.**

Very truly yours,
RENATO A. ABUTAN
BAC-A Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for **Office of the Provincial Tourism** of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	Cavite Tourism Brochure	1800	pcs	109,332.00				
	Size (Folded) – 4.75" (w) x 8.25" (H)							
	Size (Spread) – 19" (W) x 16.5" (H)							
	Page/Panel Count – Total of 24 panels (12 x 2); Back to Back Printing							
	Material/s – Matte 70#							
	Color – 4/4, Full Color							
	** see Page 2 for specification**							
	TOTAL			109,332.00				

GENERAL CONDITIONS

1. All entries must be legibly handwritten or typewritten;
2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 Company Name
 RFQ No.
 PR No.
 PHILGEPS Reference No.
4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. if Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date: November 26, 2018

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in _____ days from receipt of the Notice To Proceed.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

*Attach Certificate of Registration (BIR)

Page 2 of Request For Quotation for Printing of Cavite Tourism Brochure for use of Provincial Tourism Office

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No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
	Inclusions:			109,332.00				
	-Reprinting and Additional Order							
	-Photography, design and Layout, illustration, writing and editing, pre- press, printing/production							
	nothing follows							
	TOTAL			109,332.00				

Company Name

Address

**Printed Name & Signature
of Authorized Representative**