

REQUEST FOR QUOTATION

For: **PRINTING OF NEWSLETTER AND CAVITE PRIMER PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE**

Date: November 25, 2020

RFQ No.: n1ontoc-RFQ-287-2020

PR No.: 2020-11-2399

PHILGEPS Ref. No.:

Name of Company

Complete Company Address

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 27, 2020 at 5:00 PM** to the **BAC Office**.

Very truly yours,

RENATO 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 the **Provincial Tourism and Cultural Affairs Office** of the Provincial Government of Cavite.

(Printed Name above 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 <i>(Indicate the Price Offer)</i> | | TECHNICAL PROPOSAL | Delivery weeks /days |
|----|--|------|------|--|---|-------------|-----------------------|-------------------------|
| | | | | | Unit Price | Total Price | | |
| | Newsletter | | | | | | | |
| | Size: 12" x 9" Stock: c2s 80 lbs Pages: 14 pages Colors: full color | 750 | pcs | 27,750.00 | | | | |
| | Cavite Primer | | | | | | | |
| | Size: 5.5" x 8.5" Stock: Inside c2s 80 Cover: c2s 180 Colors: full color Bind: Saddle stitch binding | 750 | pcs | 43,500.00 | | | | |
| | **Nothing follows** | | | | | | | |
| | TOTAL | | | 71,250.00 | | | | |

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:
Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
4. Delivery period must be at least within _____ calendar days from receipt 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. The Provincial Government of Cavite reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with the provisions of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
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/CONSULTANTS CERTIFICATION

Date: _____

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.

Print Name & Signature of
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

*Attach Certificate of Registration (BIR)