



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 25 April 2018

RFQ No.: 31-2018

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (**required**): _____

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO)**, through its Bids and Awards Committee, intends to procure services for the **Photocopy and Softbinding of Handouts for the Regional Roll-out for LGUs**, which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative not later than **30 April 2018 at 3:00 PM**.

A copy of your **2018 Mayor's/Business Permit** is required to be submitted along with your quotation, while the **notarized Omnibus Sworn Statement** is required to be submitted prior to award.

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below. For any clarification, you may contact us at telephone no. **(02) 900-6741 to 44** or email address at bacsecgppb@gppb.gov.ph.

(Sgd.)
JERICKSON A. REYES
Procurement Officer

BIDS AND AWARDS COMMITTEE

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605
(+632) 900-6741 to 44 | www.gppb.gov.ph | bacsecgppb@gppb.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) **All of the technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.**
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Photocopy and Softbinding of Handouts for the Regional Roll-out for LGUs			
TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
I. Photocopying of presentation slides, program, evaluation forms and notes page			
A. Quantity: 420			
B. No. of pages: 280-350 pages (double-sided/back to back) per set			
C. Size of Paper: A4			
D. Paper Color: Plain White			
E. Weight: at least 56 gsm			
F. Black and white photocopying			
II. Soft Binding of Materials			
A. Quantity: 420			
B. Materials to be bound consists of 160-250 sheets which include:			
i. Cover pages			
ii. 5-9 Modules			
iii. Two (2) sheets of notes page inserted every after module			
iv. Partition page inserted every after notes page			
C. Color of cover page: Blue			
D. Color of partition page: Dark Yellow			
III. Delivery Requirement			
A. 1st Delivery – Can deliver 200 pcs within seven (7) calendar days upon receipt of the materials to be printed and bound.			
B. 2nd Delivery – 220 pcs within seven day (7) calendar days after the 1st delivery			

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER:

Item	Approved Budget for the Contract	Quantity (A)	Price per Piece/Book (B)	Total Offered Quotation (A x B)
Photocopy and Softbinding of Handouts for the Regional Roll-out for LGUs	One Hundred Twelve Thousand Three Hundred Fifty Pesos (PhP 112,350.00)	420 pcs/books		

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11. After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through check/Advice to Debit Account (ADA) in favor of the contractor.
If paid through the ADA, our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No. / Fax No.

Mobile Phone No. / Email address/es