



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 21 December 2017

RFQ No.: 69-2017

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

Business Permit No.: _____

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 **Publication of Two (2) GPPB Issuances (classified into 2 lots)**, which will be undertaken in accordance with Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **22 December 2017, 5:00 PM**. A copy of your **Business Permit** is also required to be submitted along with your quotation/proposal.

Open quotation may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Mr. Randy Flores** at telephone no. **(02) 900-6741 to 44** or email address at **bacsecgppb@gppb.gov.ph**.

(Sgd.)
IVY STEPHANIE T. CALUZA
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:

Procurement Project		Approved Budget for the Contract (ABC)		
LOT 1: Publication of Resolution No. 30-2017		Nineteen Thousand Pesos (PhP19,000.00)		
Technical Specifications:		Yes	No	Remarks
Ad size: at least 2 cols x 33 cms.				
Issue Date: Weekday				
Section: Classified				
Color: Black and White				
No. of Issue(s): One (1)				
LOT 2: Publication of Resolution No. 31-2017		Forty Seven Thousand Pesos (PhP47,000.00)		
Technical Specifications:				
Ad size: at least 6 cols x 27 cms.				
Issue Date: Weekday				
Section: Classified				
Color: Black and White				
No. of Issue(s): One (1)				
Your Quotation				
Summary of Approved Budget			Offered Quotation	
Item	Total Approved Budget	Item	Total Offered Quotation (inclusive of taxes and fees)	
LOT 1: Publication of Resolution No. 30-2017	Nineteen Thousand Pesos (PhP19,000.00)	LOT 1: Publication of Resolution No. 30-2017		
LOT 2: Publication of Resolution No. 31-2017	Forty Seven Thousand Pesos (PhP47,000.00)	LOT 2: Publication of Resolution No. 31-2017		

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: _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./ Fax No.

Email address/es

TERMS AND CONDITIONS:

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the publisher which complies with the minimum technical specifications and other terms and conditions stated herein, in accordance with Section 53.6 of the 2016 revised IRR of RA 9184.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. **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 cash/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.
10. 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.