



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**REQUEST FOR QUOTATION**

**Date: 19 March 2018**

**RFQ No.: 18-2018**

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 GPPB Issuance: GPPB Resolution No. 29 – 2017**, 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 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 March 2018, 5:00 pm**.

A copy of your **2018 Mayor's / 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 us at telephone no. **(02) 900-6741 to 44** or email address at **bacsecgppb@gppb.gov.ph**.

(Sgd.)  
**ABDULRASID M. HADJIRASID**  
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)                             |   |
|--|--|--|---|
| <b>Publication of GPPB Issuance: GPPB Resolution No. 29 – 2017</b> |  | <b>Forty Three Thousand Pesos (PhP43,000.00)</b>                   |   |
| <b>Technical Specifications:</b>                                   |  |  |   |
| Item Description   | Compliance                                       |  | Remarks   |
|  | Yes  | No   |   |
| <b>Ad size:</b> at least 6 cols x 24 cms.                          |  |  |   |
| <b>Issue Date:</b> Weekday   |  |  |   |
| <b>Section:</b> Classified   |  |  |   |
| <b>Color:</b> Black and White                                      |  |  |   |
| <b>No. of Issue(s):</b> One (1)                                    |  |  |   |
| <b>Your Quotation</b>  |  |  |   |
| Summary of Approved Budget   |  | Offered Quotation  |   |
| Item   | Total Approved Budget                            | Item   | Total Offered Quotation (inclusive of taxes and fees) |
| <b>Publication of GPPB Issuance: GPPB Resolution No. 29 – 2017</b> | <b>Forty Three Thousand Pesos (PhP43,000.00)</b> | <b>Publication of GPPB Issuance: GPPB Resolution No. 29 – 2017</b> |   |

**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: \_\_\_\_\_

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Mobile Phone No./ Fax No.

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Email address/es