



FAX NO. :

26 Apr. 2013 8:20AM P1

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: 22 April 2013

RFQ No.: 14-2013

Name of Company: AJ & TJ Printing
Address: 2093 O.H. Ruffo Ave. Sampaloc, Mla.
Name of Store/Shop: _____
Address: _____
Business Permit No.: 33699
TIN: 286-170-350-000

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than 29 April 2013, at exactly 8:00 AM

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 **Ms. Lora T. Alvarez** at telephone no. (02) 900-6741 to 44 or email address at bacsecgppb@gppb.gov.ph.


William G. Bagamat
Procurement Officer

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) 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:

| | |
|--|--------|
| Photocopying and Soft-binding of Handouts for the Training on RA 9184 for the Private Sector | 12,800 |
|--|--------|

Technical Specifications:

| | | | |
|---|---|--|--|
| a. No. of pages: 2 pages (double-sided/back to back) in 1600 sheets | / | | |
| b. Size of Paper: A4 | / | | |
| c. Paper Color: Plain white | / | | |
| d. Weight: at least 56 gsm | / | | |
| e. Black and white photocopying | / | | |
| a. Material to be bound consists of 89 sheets which include: i. Program of Activities ii. 5 modules iii. One (1) sheet of notes page inserted every after module iv. Partition page inserted every after notes page | / | | |
| b. Color of printed cover: Blue | / | | |
| c. Provide partition page every after module: Blue | / | | |
| Can deliver the goods within 3 days upon receipt of materials to be reproduced and bound | / | | |

SUMMARY OF APPROVED BUDGET

OFFER

| | SUMMARY OF APPROVED BUDGET | | | OFFER | | |
|--------------|----------------------------|--------------------------------|--------|-------|--------------------------------|-------|
| Photocopying | 0.80 | 3,200 copies (in 1,600 sheets) | 1,600 | 0.40 | 3,200 copies (in 1,600 sheets) | 1,280 |
| Soft binding | 35.00 | 320 books | 11,200 | 30.00 | 320 books | 9,600 |

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 initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
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. 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 in favor of the contractor.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) 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.

Alex
 Alex Abalos

Signature over Printed Name

735-50-32

Office Telephone No.

09217592968/0916085770

Fax/Mobile No.

alex.abalos@yahoo.com

Email address/es



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NOTICE OF AWARD

2 May 2013

MR. ALEX ABALOS
AJ & TJ PRINTING
2093 C.M. Recto Avenue
Sampaloc, Manila


Dear Mr. Abalos:

We are pleased to inform you that your quotation for the procurement of **Printing of Additional Materials, Soft Binding of Surplus Training Materials, and Soft Binding of Training Materials** for four (4) batches in the amount of **Ten Thousand Eight Hundred Eighty Pesos (PhP10,880.00)** has been determined to be the lowest calculated and responsive quotation.

We shall send the Purchase Order for the said project at the soonest possible time, unless a request for reconsideration by any of the unsuccessful bidders filed within the period prescribed under Section 55.1 of the Implementing Rules and Regulations of Republic Act 9184 is found meritorious.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,


DENNIS LORNE S. NACARIO
Officer-in-Charge

Received By: 

Alex Abalos

(Signature above printed name)

(Date and Time of receipt)

**Kindly fax to sender to acknowledge receipt*

PURCHASE ORDER

DBM - GPPB-TSO

Agency

Supplier: AJ & TJ Printing
 Address: 2093 C.M. Recto Avenue, Sampaloc, Manila
 TIN: 286-170-356-000

P.O. No.: 2013-006
 Date: 7 May 2013
 Mode of Procurement: SVP

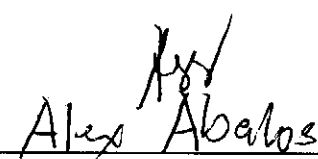
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

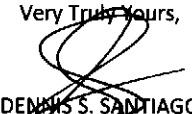
Place of Delivery: _____
 Date of Delivery: _____
 Delivery Term: _____
 Payment Term: Full Payment/ Check

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|---|-----------------------------------|-----------|--------------|
| | | Printing of Additional Training Materials, Soft Binding of Surplus Training Materials, and Soft Binding of Training Materials 1. Photocopying of notes page a. No. of pages: 2 pages (double-sided/back to back) b. Size of paper: A4 c. Color of paper: Plain white d. Weight: at least 56 gsm e. Black and white photocopying 2. Soft Binding of Materials a. Material to be bound consists of 89 sheets which include: i. Program of activities ii. 5 modules iii. One (1) sheet of notes page inserted every after module iv. Partition page inserted every after notes page b. Color of printed cover: Blue c. Provide partition page every after module: Blue 3. Delivery Can deliver the goods within 3 days upon receipt of materials to be reproduced and bound *****nothing follows***** | 3,200 copies (in 1,600 sheets) | PhP 0.40 | PhP 1,280.00 |
| | | | 320 books | PhP30.00 | PhP 9,600.00 |

(Total Amount in Words) **TEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY** **PhP10,880.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.


Alex Abalos
 Signature over Printed Name of Supplier
5/8/2013
 Date

Very Truly Yours,

DENNIS S. SANTIAGO
 Authorized Official


KRISTINE DALE CORPUZ
 Chief Accountant

ALOBS No.: _____
 Amount: _____