



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

**REQUEST FOR QUOTATION**

Date: **4 March 2013**

RFQ No.: 05-2013

Name of Company: Ejess Trading  
 Address: Stall 30, UP Shopping Center, Diliman, Quezon City

Name of Store/Shop: Ejess Trading  
 Address: Stall 30, UP Shopping Center, Diliman, Quezon City

Business Permit No.: 10-006335  
 TIN: 179-187-146-001

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 **11 March 2013**, at exactly 8:00 AM.

Copy of your Business Permit is also required to be submitted.

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

For any clarification, you may contact **Ms. Maria Lora T. Alvarez** at telephone nos. (02) 706-1306 and (02) 900-6741 to 44 or email address at [training@gppb.gov.ph](mailto:training@gppb.gov.ph).

*WJ*  
**William G. Ragamat**  
 Procurement Officer

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

Item Description	Quantity	Unit Price	Offered Price		Compliance with Technical Specifications		REMARKS	
			Unit Price	Total Price	Yes	No		
<b>Photocopying of Handouts for the In House Training on RA 9184 for the Private Sector</b>  <i>Technical Specifications:</i> - Estimated no. of pages: 130-160 pages per set - Size of paper: A4 - Paper color: Plain white - Weight: at least <del>56</del> 70gsm/70gsm - Two-sided photocopying - Black and white photocopying - Can deliver the goods within 3 days upon receipt of materials to be reproduced	460 sets from March to August, 2013	44,160.00	1 .50	.50 c	$(130 \times 460 \times .50) \text{ P} 29,900.00$ $(160 \times 460 \times .50) \text{ P} 36,800.00$	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

  
Signature over Printed Name

485 -4661

Office Telephone No.

0921 617 1668 / 0926846914

Mobile No.

cherry\_kc@ yahoo.com  
Email address/es

**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 the issuance of 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.



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

**NOTICE OF AWARD**

12 March 2013

**MS. CHERRY GALAPON**  
**EJESS TRADING**  
Stall 30, UP Shopping Center  
Diliman, Quezon City

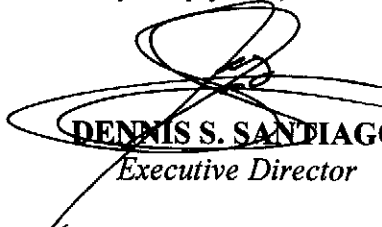
Dear Ms. Galapon:

We are pleased to inform you that your quotation for the procurement of **Printing of Training Materials for Seven (7) Batches of Training Seminars from March to August 2013** in the amount of **Thirty-Six Thousand Eight Hundred Pesos (PhP36,800.00)** 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 S. SANTIAGO**  
*Executive Director*

Received By: 

CHERRY P. GALAPON  
(Signature above printed name)

March 15, 2013 / 5:30 pm  
(Date and Time of receipt)

*\*Kindly fax to sender to acknowledge receipt*

# PURCHASE ORDER

**DBM - GPPB-TSO**

Agency

Supplier: Ejess Trading  
 Stall 30, UP Shopping Center, Diliman, Quezon City  
 Address: \_\_\_\_\_  
 TIN: 179-187-146-001

P.O. No.: 2013-001  
 Date: 15 March 2013  
 Mode of Procurement: SVP

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

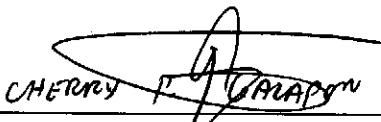
Place of Delivery: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_  
 Delivery Term: \_\_\_\_\_  
 Payment Term: Full Payment/ Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Printing of Training Materials for Seven (7) Batches of Training Seminars from March 'to August 2013</b>	230copies x 90pages	PhP0.50	PhP10350.00
		-Estimated no. of pages: 130-160 pages per set -Size of Paper: A4 -Paper Color: Plain white -Weight: at least 56 gsm -Two-sided photocopying -Black and White photocopying -Can deliver the goods within 3 days upon receipt of materials to be reproduced *****nothing follows*****	460copies x 109pages	PhP0.50	PhP25070.00

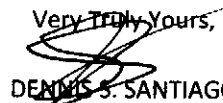
**(Total Amount in Words)Thirty-Five Thousand Four Hundred Twenty Pesos Only** **PhP35420.00**

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.

Conforme:

  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
Chery P. Carapuz  
 \_\_\_\_\_  
 Date  
March 19, 2013

*Very Truly Yours,*

  
 \_\_\_\_\_  
 DENNIS S. SANTIAGO  
 Authorized Official

Funds Available: Kristine Dale Corpuz  
 \_\_\_\_\_  
 Chief Accountant

ALOBS No.: \_\_\_\_\_  
 Amount: \_\_\_\_\_