



REQUEST FOR QUOTATION


Date: March 13, 2025
PR No.: 2025-03-250/RDS
Fund: 101

Company Name: _____
Address: _____
TIN: _____
PhilGEPS Registration No.: _____

Project Name: PRINTING & BINDING SERVICES FOR RESEARCH & DEVELOPMENT SERVICES
ABC: NINETY NINE THOUSAND PESOS(99,000.00)
Mode of Procurement: Negotiated Procurement-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA9184)
Mode of Evaluation: Lot
Delivery Period: Fifteen (15) Calendar days after receipt of Purchase Order

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **March 18, 2025** sealed in an envelope.


GEMMA G. ACEDO, Ph.D.
BAC Chairman

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

Item No.	Description	QTY	UOM	BID OFFER		Remarks
				Unit Price	Total Price	
1	Printing and Binding of Uswag Journal Issue July to December 2024 Volume 2, Issue 2 Paper Size: A4; Paper Type: Book 70 No. of pages: 72 Type of Binding: Hard Bound Cover: Foldcoat: Colored Print	30	piece			
2	Printing and Binding of Uswag Journal Issue January to June 2024 Volume 3, Issue 1 Paper Size: A4; Paper Type: Book 70 No. of pages: 100 Type of Binding: Hard Bound Cover: Foldcoat: Colored Print	30	piece			
TOTAL BID PRICE						

Signature over Printed Name

Position/Designation

Office Telephone/Mobile No.

E-mail Address



TERMS AND CONDITIONS

1. Bidder shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
4. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations submitted through electronic mail is acceptable, provided that the winning bidder shall submit original signed RFQ
6. Documentary requirements shall be attached upon submission of the quotation:
 - a. **Mayor's/Business Permit**
 - b. **PhilGEPS Registration Number**
 - c. **Income/Business Tax Returns (for ABC's above P500K)**
 - d. **Notarized Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No.