



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project	:	FOI LIBRARY MATERIALS	Date	:	25 October 2019
PR No.	:	2019-09-1013	Quotation No.	:	2019-10-0314
Approved Budget for the Contract	:	THREE HUNDRED SEVENTEEN THOUSAND FORTY FOUR PESOS (Php 317,044.00)	Procurement Method	:	Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 30 October 2019 at **9:00 A.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, through psu.pcoo@gmail.com, or fax to 588-06-91.

General Conditions:

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Mayor's / Business Permit |
| <input checked="" type="checkbox"/> | PhilGEPS Registration Number |
| <input type="checkbox"/> | Income/Tax Return |
| <input checked="" type="checkbox"/> | Omnibus Sworn Statement |
| <input type="checkbox"/> | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | PCAB License (Infra.) |
| <input type="checkbox"/> | NFCC (Infra.) |

Company Name	:				
Address	:				
Email	:		TIN No	:	
Representative	:		Contact No.	:	

Item No.	Item Description	Qty	Unit	Unit Price	Total
	FOI LIBRARY MATERIALS				
1	Posters (3 designs; 200 pcs each)	600	pcs		
2	Table Tent (3-sided)	300	pcs		
3	Badge Pint (3 designs; 100 pcs each)	300	pcs		
4	Mouse Pad	50	pcs		
5	Calendar	200	pcs		
6	Flyers Containers	50	pcs		
7	Bookmarks (2 designs; 1,000 pcs each)	1,000	pcs		
8	Standing table	30	pcs		
	Note: See attached annex for specification and details				
	Mode of Payment: Send bill arrangement				
	Delivery schedule: -submission of samples within 5 days after receipt of Purchase Order -delivery of complete and actual items within 15 days upon approval of samples				
	TOTAL AMOUNT			P _____	P _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date

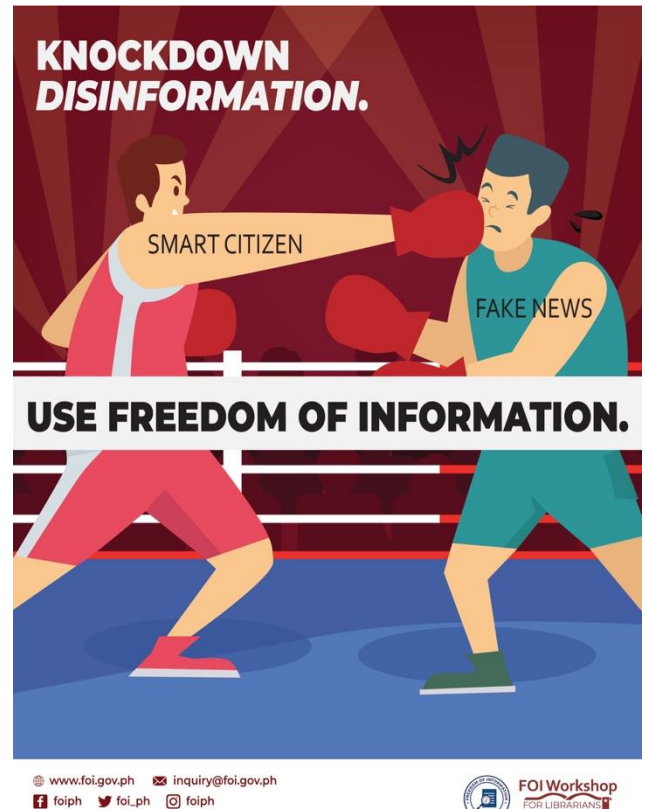
LIBRARY MATERIALS

1. POSTERS

SIZE: 13.5 Inches X 18 inches

MATERIAL: 170 GSM Glossy

QUANTITY: 200pcs each



2. TABLE TENT 3-SIDED


SIZE: 15 cm X 21 cm

MATERIAL: 300 up GSM; glossy coated (for indoor use); laminated

QUANTITY: 300

Make an FOI Request in 7 easy steps

Through www.foi.gov.ph, asking for information is now a click away.




Step 1

Go to www.foi.gov.ph to your browser's home address.




Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.




Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.



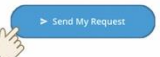
Step 4

Click the Make a Request button then select the name of the agency you wish to ask.




Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.




Step 6


The agency will evaluate your request and will notify you within 15 working days.



Step 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.





FREEDOM OF INFORMATION
PHILIPPINES

Be informed. Be engaged. Know your government better.



3. BADGE PIN

SIZE: 2.5 inches X 2.5 inches

QUANTITY: 100 each



4. MOUSE PAD

SIZE: 7.75 inches X 9.25 inches

QUANTITY: 50pcs



5. CALENDAR

SIZE: 6 Inches X 8 Inches

QUANTITY: 200pcs

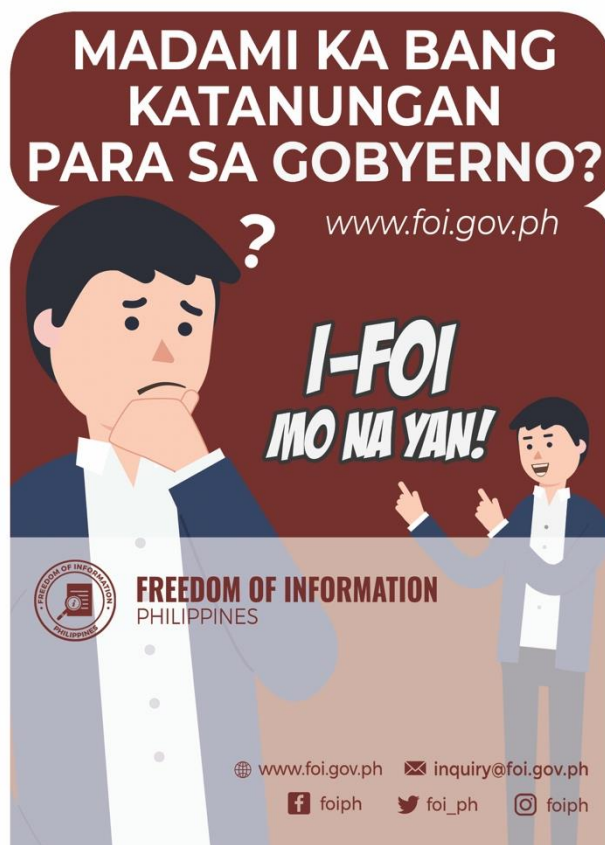


6. FLYERS CONTAINER

SIZE: 10 Inches X 7.5 Inches X 2 Inches (Box: 4 inches)

MATERIAL: Glossy coated cardboard paper

QUANTITY: 50pcs

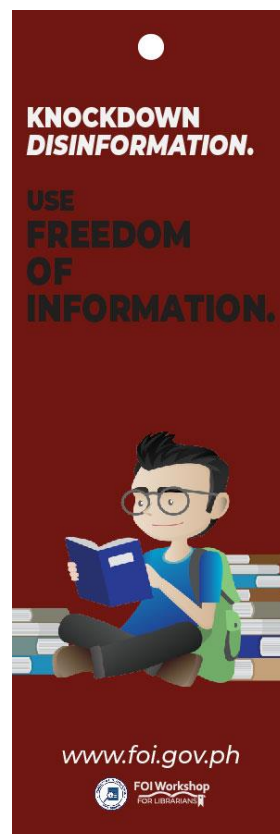


7. BOOKMARK

SIZE: 2 Inches X 6 Inches

MATERIAL: Glossy coated

QUANTITY: 1,000 each



8. STANDING TABLE

SIZE: HEIGHT-42 inches

TABLE: 24 inches (diameter)

QUANTITY: 30

