



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**BIDS AND AWARDS COMMITTEE – II**

<b>Project:</b>	FOI Printed Collaterals 2020	<b>Date:</b>	3 September 2020
<b>PR No:</b>	2020-06-0376	<b>Quotation Number</b>	2020-08-0125
<b>Approved Budget for the Contract:</b>	<b>EIGHT HUNDRED FORTY-FIVE THOUSAND PESOS (PHP845,000.00)</b>	<b>Mode of Procurement</b>	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 **8 September 2020 at 8:00 AM** at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com).

**General Conditions:**

- Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall be render the quotation unresponsive.
- Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
- Payment will be on a **SEND BILL ARRANGEMENT**; i.e. full payment will be made after the completion of the event or delivery of the service.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
- The supplier awarded with the contract shall submit the following updated documents **prior to payment**:
  - ☒ Mayor's / Business Permit
  - ☒ PhilGEPS Registration Number
  - ☒ BIR Form 2303 (Certificate of Registration)
  - ☒ Omnibus Sworn Statement

<b>Company Name</b>	:		<b>TIN No</b>	:	
<b>Address</b>	:		<b>Contact No.</b>	:	
<b>Email</b>	:				
<b>Representative</b>	:				


Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
1	FOI Briefers -English -Taglog -Bisaya -Hiligaynon -Ilocano	5,000 3,000 1,500 1,500 1,500	Pcs Pcs Pcs Pcs Pcs		
2	Notepad	1,500	Pcs		
3	FOI Folder	1,500	Pcs		
4	FOI Annual Report	1,000	Pcs		
5	Pull-Up Standees	4	Pcs		
6	Lanyard	500	Pcs		
7	FOI Fan	2,000	Pcs		
8	FOI Notebook	1,500	Pcs		
	<i>Note: Please see attached Technical Specifications</i>				
<b>TOTAL</b>					



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


Printed Name / Signature

Date

## PRINTED COLLATERALS

1	<b>FOI BRIEFERS</b>	<p>PRINT: 4+ML/ 4+ML (full color print with matte lamination)</p> <p>material: Matte#180</p> <p>SIZES: Folded-(8.5"x11") Spread-(17"x 11")</p> <p>4 Languages</p>	<p>English: 5,000 pieces</p> <p>Tagalog: 3,000 pieces</p> <p>Bisaya: 1,500 pieces</p> <p>Hiligaynon: 1,500 pieces</p> <p>Ilocano: 1,500 pieces</p>	
2	<b>FOI NOTEPAD</b>	<p>MATERIAL: Book#70 with backing -chipboard #120 (no print)</p> <p>SIZE: 8.5" x 5.5</p> <p>PRINT: 4/0</p> <p>LEAVES: 40</p>	<p>One Thousand Five Hundred (1,500) Pieces</p>	
3	<b>FOI FOLDER</b>	<p>SIZE: Folded (8.3" x 11.7") Spread including pocket inside (14.7' x 17.6')</p> <p>PRINT: 4+ ML/0</p> <p>MATERIAL: c2s#220</p>	<p>One Thousand Five Hundred (1,500) Pieces</p>	

4	FOI ANNUAL REPORT	<p><b>MATERIAL:</b> Cover- c2s#220 Inside- c2s#120</p> <p><b>SIZES:</b> Cover- folded(8.27" x 11.69" spread(16.84" x 11.69")</p> <p>Inside- folded(8.27" x 11.69") ; spread (16.54" x 11.69")</p> <p><b>COLORS:</b> Cover(4+ML+SUV /0) Inside(4/4)<b>PAGES:</b> 75 including cover</p> <p><b>FINISHED:</b> Perfect binding</p>	One Thousand Pieces (1,000)	
5	PULL-UP STANDEES	<p><b>SIZE:</b> 6.5 x 2.75 ft.</p> <p><b>TYPE:</b> Banner with pull up mechanism (SET)</p> <p>color: Full Color</p>	<p>Two layouts (2) sets</p> <p>Total: 4 pcs.</p>	

6	<b>LANYARD</b>	<p>SIZE: ¾” regular hook, 36”</p> <p>Material: nylon with side release</p> <p>Print: Sublimation, full color</p>	Five hundred (500) pieces	
7	<b>FOI FAN</b>	<p>MATERIAL: PVC with handle</p> <p>PRINT: Print on direct plastic material, Front and Back, Full Color</p> <p>SIZE: 7.5” diameter</p>	Two Thousand (2,000) pieces	
8	<b>FOI NOTEBOOK</b>	<p>MATERIAL: Spring Black, Board Paper Cover (Matte Laminated)</p> <p>LEAVES: 60</p> <p>PRINT: Full Color (Cover), One Color (Inside)</p> <p>Print inside: Dotted with Logo</p> <p>Size: 8 1/2 x 11 inches</p> <p>70 GSM</p>	One Thousand Five Hundred (1,500) pieces	