

REQUEST FOR PROPOSAL

Procurement of Collaterals for Fair Business Forum on 28 May and 31 July (Advocacy kits - Custom kits for CCP Toolkit)

P.R. No./Date Received: 2024-02-0072 / 04 April 2024

RFQ/P No. / Date: 2024-04-0080 / 29 April 2024

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued before award of contract)
- Signed Request for Proposal
- Signed Technical Specifications

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or zdmorales@phcc.gov.ph on or before **6 May 2024, 1:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.
9. Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,


DIR. JESON Q. DE LA TORRE
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	Lot	1	₱ 153,000.00	₱ 153,000.00	Procurement of Collaterals for Fair Business Forum on 28 May and 31 July (Advocacy kits - Custom kits for CCP Toolkit) *includes customization, printing and assembling of 170 sets of kits set must contain: • 1 Kraft box • 1 Padded memo pad • 1 Bookmark • 5 Stickers • 2 Sticky note pads • 1 Adhesive page markers/flaglets • 1 Notebook • 2 Postcards		
Total ABC					₱ 153,000.00	TOTAL Amount:	
Delivery Instructions:					<i>(Please see attached Technical Specifications)</i>		

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____



PROCUREMENT OF COLLATERALS FOR FAIR BUSINESS FORUM on 29 May and 31 July (Advocacy kits - Custom kits for CCP Toolkit)

SCOPE OF WORK:

- Customization, Printing, and Assembling of 170 kits/sets
- PCC to provide layouts for custom items

TERMS/DELIVERY SCHEDULE:

- Submit samples similar to the required materials (pictures below) with submission of quotation
- Provide mock-up of the assembled set within two (2) calendar days upon receipt of the job order
- Secure approval of the end-user within 2 days of submission of the mock-up
- Deliver 100% quantity of the assembled sets five (5) calendar days upon approval of the mock-ups.

SPECIFICATIONS AND SAMPLE PHOTOS

1 kit/set must contain:

- 1 Kraft box
- 1 Padded memo pad
- 1 Bookmark
- 5 Stickers
- 2 Sticky note pads
- 1 Adhesive page markers/flaglets
- 1 Notebook
- 2 Post cards

1. Kraft box: 33x24x8 centimeters

Carton Mailer/Kraft Box Corrugated Packaging

With colored matte paper enclosure, full color printing 2

With kraft/colored/shredded paper filling, 1 pc per set



2. Padded memo pad, 5.8 x 4.1 inches landscape (A6)

Paper substance 70, 100 sheets with back board full color printing, custom sheets printing,
1 pc per set



3. Bookmark 2 x 7.25 inches

C2S 300, matte, colored, two-sided printing, 1 pc per set



4. Stickers, die-cut vinyl (PVC), 2x2 inches

One side, full color, 5 pcs per set



5. Sticky note customized printing, 7.5 x 7.5 centimeters / 3 x 3 inches

At least 70 sheets, printing up to 4 colors, 2 pcs per set



6. Adhesive see-through flaglets/ film or plastic index tabs

At least 120 sheets per set, in any of the following colors: red, green, blue, yellow



7. A5 wire-o/twin loop wire spring notebook

with customized C2S 200 matte full color print front and back covers,



with at least 100 leaves, 1 pc per set



8. Textured Post card 6x4 inches

two-sided printing, full color, solid foldcote, 2 pcs per set



Approved by:	
	ARNOLD ROY D. TENORIO
	Acting Director IV, PCC-CKMO 
Date:	April 02, 2024

CONFORME:
Name and Signature of Authorized Representative
Designation and Company
Date