

REQUEST FOR QUOTATION

Printing of Letter Envelopes with PCC Letterhead

P.R. No./Date Received: 2020-07-0086 / 07 July 2020

RFQ/P No. / Date: 2020-07-0084/ 10 July 2020

The Philippine Competition Commission invites all eligible 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 (ABC)**.

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

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement (may be submitted prior to issuance of Notice of Award)**
- **Signed Specifications**

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to **nppitalano@phcc.gov.ph** or **procurement@phcc.gov.ph** on or before **15 July 2020, 12:00 NN** 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. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. 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.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.

Very truly yours,



JESON Q. DE LA TORRE
Head, PBAC Secretariat

| Item | QTY | ABC | Technical Specifications | Brand/Model | Unit Price | Total Amount |
|----------------------|-------|-------------|--|-----------------------------------|------------|--------------|
| | | | | (To be filled-up by the supplier) | | |
| 1 | 20000 | ₱ 80,000.00 | Printing of Letter Envelopes with PCC Letterhead | | | |
| | | | <i>Please see attached printing specifications for details</i> | | | |
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| | | | | | | |
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| | | | | | | |
| Total ABC | | ₱ 80,000.00 | | TOTAL Amount | | |
| Instructions: | | | <i>Please see attached specifications for details.</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 : _____



SPECIFICATIONS:

Item No. 1

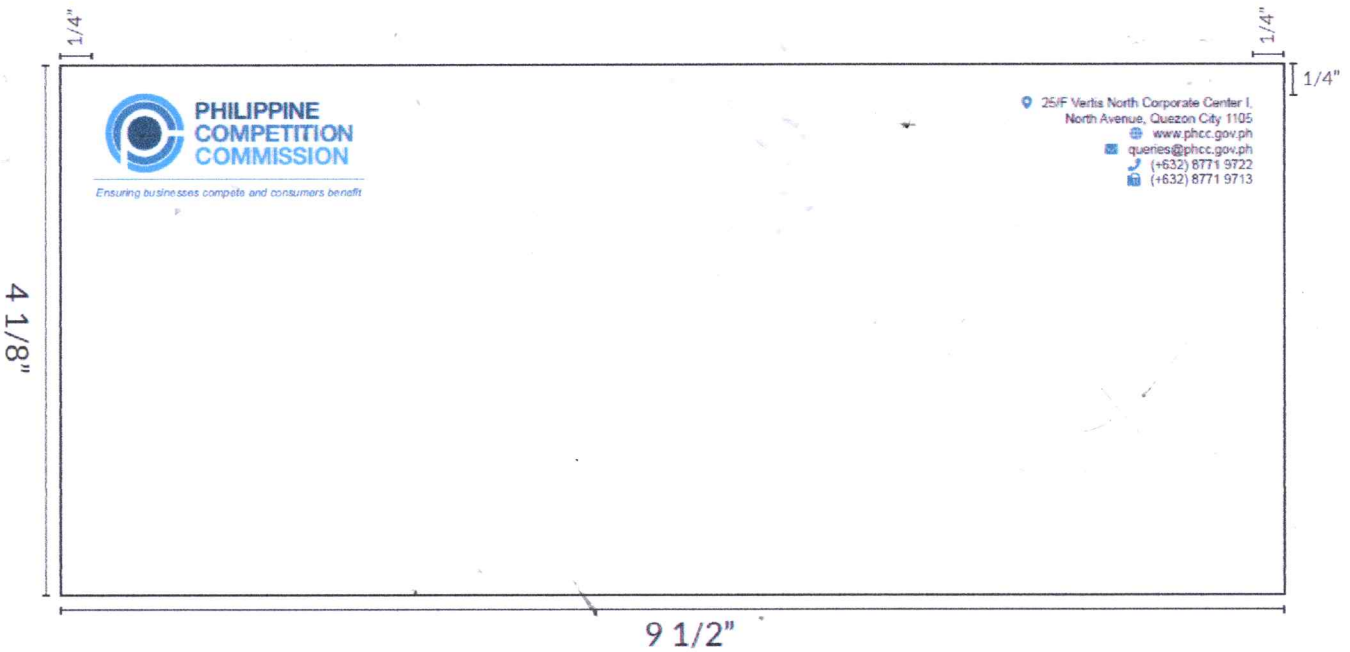
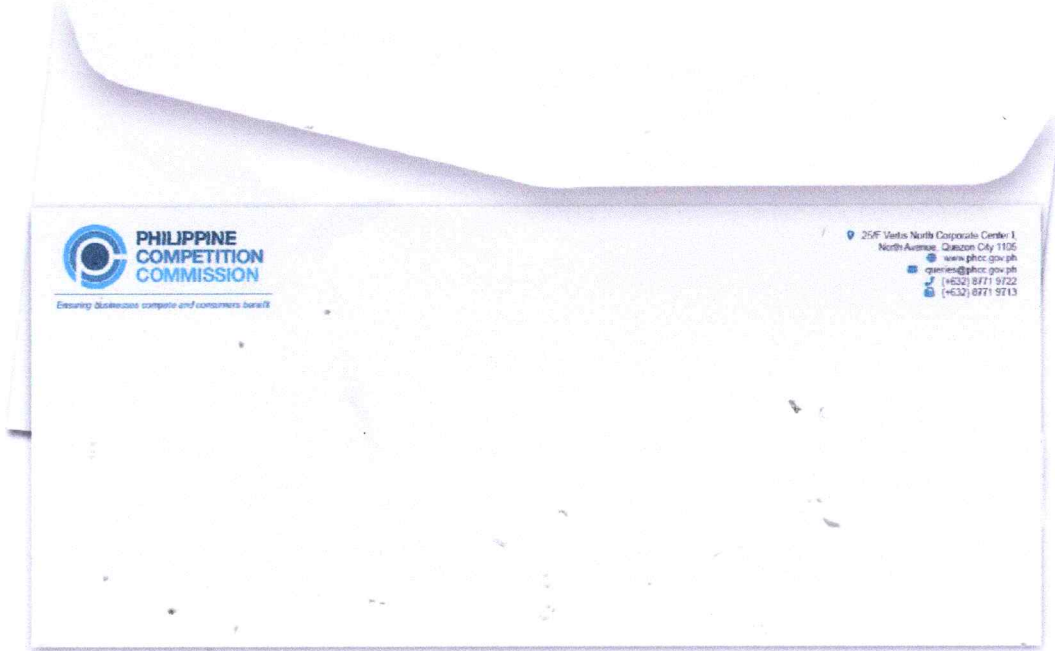
Printing of letter envelope with PCC Letterhead

Size: 4 1/8" x 9 1/2"

Color: White envelope

Pages: one (1) side print; full color

Orientation: landscape



Delivery Schedule:

1. Supplier to provide mock-up within 5 calendar days upon signing of the Job Order and receipt of layout from PCC
2. Complete copies of printed materials shall be delivered to PCC within 15 calendar days from approval of mock-up

Noted by:

[signed]

FERDINAND L. PAGUIA
Information Officer V, CKMO

Approved by:


JESON Q. DE LA TORRE
OIC, Administrative Office

memo

Conforme:

Service Provider