

Bases Conversion and Development Authority (BCDA)
 2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City
 Property and Procurement Management Department (PPMD)
 Procurement Division
 Tel. No. 8575-1700 loc. 1782/1784
 Fax No.: 8575-1785
email at unarandela@bcda.gov.ph
REQUEST FOR QUOTATION

(Company Name):

Date: June 22, 2024
 PR #: 0000656

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **28 JUNE 2024**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't, or to pursue appropriate legal action should the winning bidder/supplier refuse to accept the award without justifiable reason/s.


URSULA N. ARANDELA-TABION
 Canvasser


ALMIRA S. CLARIANES
 Chief Administrative Officer (CAO)

TO: BCDA HEAD OF PROCUREMENT

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D=B+C)	TOTAL AMOUNT (AxD)
1	LOT	EXHIBIT MATERIALS (SEE ATTACHED TOR) Special Media Partnership package for SCI-Japan 1. Speaking Engagement and Network Expansion - Invitation as one of the panel speakers at a forum - At least four passes to a networking reception - Provision of an exhibition booth space or networking spaces (with tables, chairs, and company name for business meetings and space for marketing collaterals like pull-up banners, brochures, etc.) 2. Marketing and Advertising/Promotions - Publication of a print article based on the topic presented during the panel discussions. - Online publication on an article based on the topic presented during the panel discussion for a period of 12 months - Company logo inclusion on event collaterals (e.g. website, backdrop, print advertisement, event posters, event announcements, title slides, post-event report, among others) 3. Other inclusion - Sponsor questionnaire and document links on the viewing page - Provision of lead information (from registered participants) - Minimum if ten (10) complimentary printed newspaper where the article will be published - Access to presentations and recording of the event (as needed) 4. Other Requirement - Primary audience - Japanese business groups/C-suite officials Total ABC: PhP1,000,000.00 / USD 17,100.00 Inclusive of all Applicable Taxes, Fees, Exchange Rates and Incidental Charges Note: Please Note that the FINAL AMOUNT will be in US Dollars and should not exceed more than PhP1,000,000.00. Payment will be based on the PREVAILING EXCHANGE RATE at the DATE of the SUBMITTED QUOTATION and will be made after sixty (60) days from full delivery of services				

<p>Prospective Suppliers who will bid above the ABC will be DISQUALIFIED</p> <p>Bidders/Suppliers are required to submit the following Documentary Requirements upon submission of quotation:</p> <p>1) Valid Mayor's/Business Permit 2) PhilGEPS Registration No. 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable) 4) Business/Income Tax Return (If the ABC is above 500k) 5) BIR Certificate of Registration (BIR Form 2303)</p> <p>NOTE: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the notarized Omnibus Sworn Statement (OSS) within 3 calendar days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification. B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.</p>				
<p>Delivery Address: BCDA 2nd Floor Bonifacio Technology Center, 31st St., corner 2nd ave BGC Taguig City</p>				

Terms and conditions:

- Price:** Inclusive of all applicable taxes
- Payment:** 60 Days from Full Delivery of Services
- Delivery:** Within 60 Calendar Days from the Date of the Notice to Proceed (NTP)
- Validity of price:** 1 month
- WARRANTY:** If Applicable

We hereby certify, that we have prepared, checked and reviewed this quotation.
This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

SPECIAL MEDIA PARTNERSHIP PACKAGE

TECHNICAL SPECIFICATIONS

SPEAKING ENGAGEMENT AND NETWORK EXPANSION

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| <ul style="list-style-type: none">• Invitation as one of the panel speakers at a forum |
| <ul style="list-style-type: none">• At least four (4) passes to a networking reception |
| <ul style="list-style-type: none">• Provision of an exhibition booth space or networking space (with tables, chairs, and company name for business meetings and space for marketing collaterals like pull-up banners, brochures, etc.) |

MARKETING AND ADVERTISING/PROMOTIONS

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| <ul style="list-style-type: none">• Publication of a print article based on the topic presented during the panel discussion |
| <ul style="list-style-type: none">• Online publication on an article based on the topic presented during the panel discussion for a period of 12 months |
| <ul style="list-style-type: none">• Company logo inclusion on event collaterals (e.g. website, backdrop, print advertisement, event posters, event announcements, title slides, post-event reports, among others) |

OTHER INCLUSIONS

- | |
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| <ul style="list-style-type: none">• Sponsor questionnaire & document links on the viewing page |
| <ul style="list-style-type: none">• Provision of lead information (from registered participants) |
| <ul style="list-style-type: none">• Minimum of ten (10) complimentary printed newspaper where the article will be published |
| <ul style="list-style-type: none">• Access to presentations and recording of the event (as needed) |

OTHER REQUIREMENTS

- | |
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| <ul style="list-style-type: none">• Primary Audience: Japanese business groups/C-suite officials |
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APPROVED PROPOSED BUDGET

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| <ul style="list-style-type: none">• US DOLLAR: Seventeen Thousand One Hundred (USD 17,100.00) ONLY inclusive ALL applicable taxes, fees, and incidental charges. |
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Please note that the final amount will be in US Dollars and should not exceed more than PHP1,000,000.00.

Payment will be based on the prevailing exchange rate at the date of the submitted quotation and will be made after sixty (60) days from full delivery of services.