

## Bid Notice Abstract

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### Request for Quotation (RFQ)

**Reference Number** 11352781  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** PRINTING OF BCDA LETTERHEAD AND NOTEPAD  
**Area of Delivery** Metro Manila

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<b>Solicitation Number:</b> 2024-021-1545 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Printing Services <b>Approved Budget for the Contract:</b> PHP 172,457.14 <b>Delivery Period:</b> 15 Day/s <b>Client Agency:</b>	<b>Status</b> <b>Associated Components</b> <b>Bid Supplements</b> <b>Document Request List</b>	<b>Awarded</b>
<b>Contact Person:</b> Vicenta M. Natividad Corporate Services Officer III BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., cor 2nd Ave Bonifacio Global City, Taguig City Metro Manila Philippines 1634 63-2-5751784 63-2-5751785 vmnatividad@bcda.gov.ph	<b>Date Published</b> 12/10/2024 <b>Last Updated / Time</b> 25/11/2024 8:31 AM <b>Closing Date / Time</b> 16/10/2024 5:00 PM	

**Description**

SUPPLY OF MATERIALS AND PRINTING OF BCDA LETTERHEAD AND NOTEPAD  
 (DETAILED REQUIREMENTS, PLEASE SEE THE ATTACHED REQUEST FOR QUOTATION (RFQ) FOUND IN ASSOCIATED COMPONENTS)

PLEASE QUOTE FOR ONE (1) LOT  
 APPROVED BUDGET : PHP 172,457.14 (INCLUSIVE OF ALL APPLICABLE TAXES)

Prospective suppliers who will bid above the ABC will be disqualified.  
 The contract shall then be awarded to the supplier with the Lowest Calculated Bid during the evaluation procedure.  
 Delivery Area: Taguig City, Metro Manila

(You may use the attached pro-forma RFQ-Request for Quotation found in Associated Components for your Quotation)

Line Items	Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
	1	Printing Services	Printing of BCDA Letterhead and Notepad	1	Lot	172,457.14

**Other Information**  
 IMPORTANT:

Please fax your quotation together with the following documentary requirements at tel to 8575-17-85 ; submit to BCDA Reception Area, 2/F Bonifacio Technology Center, Bonifacio, Global City, Taguig or email to vmnatividad@bcda.gov.ph;

- 1) Valid Mayor's Permit
- 2) Notarized Omnibus Sworn Statement
- 3) PhilGEPS Registration Certificate
- 4) BIR Registration Form 2303
- 4) Income/Business Tax Return if the ABC is above 500k

Note:  
 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.

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**TERMS AND CONDITIONS:**

Price: Inclusive of all applicable taxes  
 Payment: Thirty (30) working days  
 Delivery: Please specify \_\_\_\_ (calendar days)  
 Validity of price: One (1) month

**Created by** Vicenta M. Natividad  
**Date Created** 11/10/2024

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