



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date : **21 March 2025**

PR #: **PR0001233**

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 **27 March 2025**.
- 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 the 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 govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**STEFANY MATEO**  
Canvasser

**ALMIRA CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(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)
500	PIECE	STORAGE BOX with COVER, PRINT, HOLE BCDA RECORDS BOX  Specifications: Made of Kraft Paper, Paste board 10 With Cover and Print (front & both sides) With Hand Hole on the sides SIZE (Inside Dimension): Width (W): 15.25 inches Height (H): 10.75 inches Length (L): 12.50 inches Thickness (T): 0.50 centimeter SUBMIT ACTUAL SAMPLE  Delivery Location: BCDA Pamayanang Diego Silang Office, C5, Taguig City  (Approved Budget for the Contract is Php400.00 per Box)				
				<b>TOTAL AMOUNT</b>		<b>P</b>

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
  - 2) PhilGEPS Registration No.
  - 3) BIR Certificate of Registration (BIR Form 2303)
  - 4) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

**Terms and conditions:**

- Price : **(Inclusive of all applicable taxes)**
- Payment : **NET Thirty (30) working days**
- Delivery : **20 day/s (upon conforme of P.O.)**
- Validity of price : **one month**
- Warranty : \_\_\_\_\_



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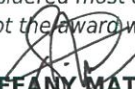
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 Chief Administrative Officer

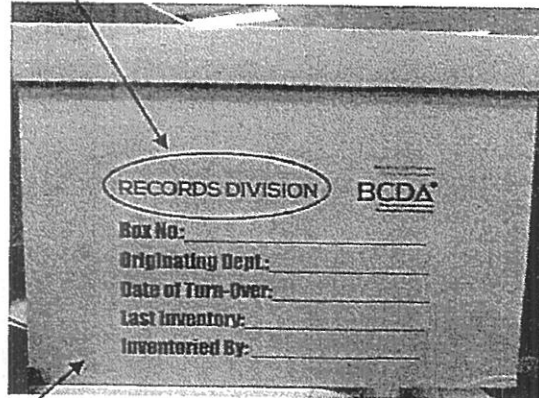
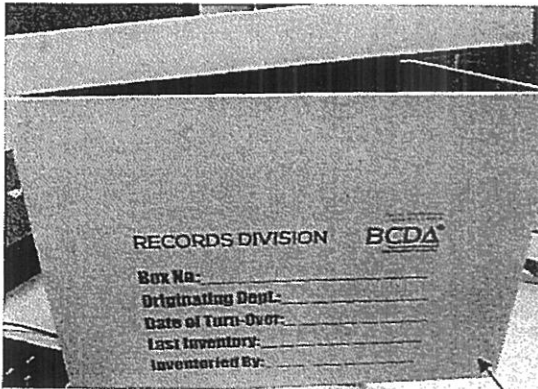
We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Immediate Supervisor

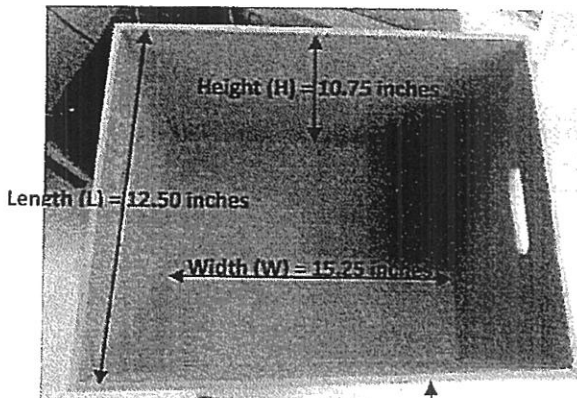
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Telephone / Fax Number

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Font Size: 48

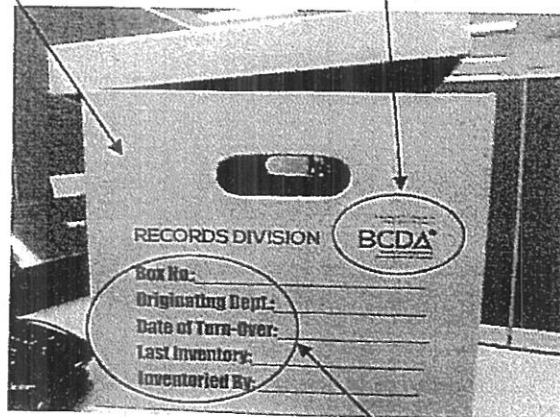


Box with Print (Front & Side)

BCDA LOGO



Thickness (T) = .50 centimeter



Font Style: Impact  
Font Size: 48

BCDA Records Box with cover, print (Front & both sides ) and Hand Holes on both sides

Size (Inside Dimension):

Width (W) = 15.25 inches

Height (H) = 10.75 inches

Length (L) = 12.50 inches

Thickness (T) = .50 centimeter

# RECORDS DIVISION



**Box No.:** \_\_\_\_\_

**Originating Dept.:** \_\_\_\_\_

**Date of Turn-Over:** \_\_\_\_\_

**Last Inventory:** \_\_\_\_\_

**Inventoried By:** \_\_\_\_\_