



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 : **12 March 2025**

PR #: **PR0001222**

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 **18 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)
25	ITEM	PAROL TROPHY Specifications: · Parol-inspired trophy with acetate box and BCDA ribbon · Material: Capiz · 12" H x 9" W inches · Color: White and Blue (ABC Php2,500.00 per Set)				
100	ITEM	LEATHER GOODS (Passport Holder, Coin Purse, Cord Organizer) Specifications: · 1 pc. Full-grain cow leather passport holder · 1 pc. Full-grain cow leather coin purse · 1 pc. Full-grain cow leather cord organizer · With packaging (ABC Php 1,300.00 per Set)				
100	ITEM	DUFFEL BAG Specifications: · Canvass duffel bag with leather handle, with multiple pockets and adjustable straps · Color: Black/Brown · Branding: BCDA logo · With black dust bag (ABC Php1,300.00 per piece)				
200	ITEM	UMBRELLA Specifications: · Golf 30" Automatic Open · Color: Black with BCDA logo - 1 color 1 panel · Material: Pongee Fabric (ABC Php500.00 per piece)				
150	ITEM	NOTEBOOK Specifications: · Moleskin A5 · Color: Black with debossed BCDA logo · With pen (ABC Php300.00 per piece)				



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250	ITEM	JUTE TOTE BAGS Specifications: · Color: Black · Branding: with BCDA Logo (full white) and/or New Clark City Logo (white and orange) · Plain rope handle · Thick kraft paper - 120 to 150 GSM · Matte finish · Medium (Horizontal) 30x40x10cm (ABC Php300.00 per piece)				
				TOTAL AMOUNT		P

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 or C.O.D.**
- Delivery : **30 day/s (upon Approval of Final Proofing)**
- Validity of price : **one month**
- Warranty : **at least one (1) year**

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

ITEM/PICTURE	QUANTITY	SPECIFICATION	COST ESTIMATE (PHP)	TOTAL AMOUNT (PHP)
CORPORATE TOKENS (for high-level visitors, corporate and media events, and local/international business missions)				
<p>1. PAROL TROPHY</p>  <p><i>Target Delivery: Need three (3) weeks production time</i></p>	25	<ul style="list-style-type: none"> · Lantern trophy with acetate box and BCDA ribbon · 12" H x 9" W inches (with box) · Color: White and Blue 	Php 2,500	Php 62,500.00
<p>2. LEATHER GOODS PACKAGE 2 (Passport holder, coin purse, cord organizer)</p>  <p><i>Target Delivery: Need three (3) weeks production time (Photo for reference only)</i></p>	100 pcs	<ul style="list-style-type: none"> · 1 pc. Full-grain cow leather passport holder · 1 pc. Full-grain cow leather coin purse · 1 pc. Full-grain cow leather cord organizer · With packaging 	Php 1,300	Php 130,000.00
<p>3. DUFFEL BAG WITH LEATHER HANDLE</p>  <p><i>Target Delivery: Need three (3) weeks production time (Photo for reference only)</i></p>	100 pcs	<ul style="list-style-type: none"> · Canvass duffel bag with leather handle, with multiple pockets and adjustable straps Color: <ul style="list-style-type: none"> · Branding: BCDA logo · With black dust bag 	Php 750	Php 75,000.00

CORPORATE MERCHANDISE (giveaways for media and corporate events, giveaway requests, and packaging)

<p>1. GOLF UMBRELLA</p>  <p><small>SPECIFICATIONS: Umbrella Golf - 30" Automatic Open Color: Black With White BCDA logo - 1 color 1 panel Material: Pongee fabric</small></p> <p><i>(Photo for reference only)</i> Target Delivery: Need three (3) weeks production time</p>	<p>200</p>	<ul style="list-style-type: none"> · Golf 30" Automatic Open · Color: Black with BCDA logo - 1 color 1 panel · Material: Pongee Fabric 	<p>Php 500</p>	<p>Php 100,000.00</p>
<p>2. NOTEBOOK</p>  <p>Target Delivery: Need three (3) weeks production time (Photo for reference only)</p>	<p>150</p>	<ul style="list-style-type: none"> · Moleskin A5 · Color: Black with debossed BCDA logo · With pen 	<p>Php 300</p>	<p>Php 45,000.00</p>
<p>3. JUTE TOTE BAGS</p>  <p>Target Delivery: Need three (3) weeks production time</p>	<p>250 <i>(for packaging)</i></p>	<ul style="list-style-type: none"> · Color: Black · Branding: with BCDA Logo (full white) and/or New Clark City Logo (white and orange) · Plain rope handle · Thick kraft paper - 120 to 150 GSM · Matte finish · Medium (Horizontal) 30x40x10cm. 	<p>Php 300</p>	<p>Php75,000.00</p>
<p style="text-align: right;">GRAND TOTAL</p>				<p>Php487,500.00</p>