



BASES CONVERSION and DEVELOPMENT AUTHORITY
 2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City
 Tel. No. 8575-1700 loc. 1782/1784
 Fax No. : 8575-1785
 Email: samateo@bcda.gov.ph
REQUEST FOR QUOTATION

(Company Name):

Date: 23 July 2024
 PR # PR0000682

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 **26 July 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 refuse to accept the award without justifiable reason/s.

STEFANY A. MATEO
 Canvasser

ALMIRA S. CLARIANES
 Chief Administrative Officer

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 (A x D)
700	PC	PRINTING OF CLARK BUSINESS MAGAZINE TECHNICAL SPECIFICATIONS Printing Specifications: Color: Full Color Pages: 60 pages Cover: Size: 14" x 9" (S)/7" x 9" (F); 4/0; Stock paper: Preferred paper: Tokata 160 gsm Option 2 paper: Mohawk Superfine Eggshell Ultra White 216 gsm File Supplied; w/ Perfect Binding; 4 pages; Cover printing: Digital Inside: Size: 14" x 9" (S)/7" x 9" (F); 4/4; Stock Paper: Preferred paper: Tokata 100 gsm Option 2: Munken Polar Rough White 90 gsm File Supplied; w/ Folding and collating; 60 pages; Offset Inside Printing: Offset Production Timeline: Two (2) to three (3) months (from pre-production to delivery of magazines) Other Technical Deliverables: Assistance in conceptualization, design/layout, photography, cover photo, magazine title, printing, editing of raw materials, conduct of interview, and copywriting and editing; With one (1) day shoot (on-site) with the IPMD creatives team for filming/shoot when required; Distribution of magazines to top hotels, corporations, and business groups Terms of Payment: 30 working days (100% payment upon full delivery of the magazine) Approved Budget for the Contract (ABC) PHP 999,999.00 (Inclusive of all applicable taxes, fees, and incidental charges)				
					TOTAL AMOUNT	P



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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) Income/Business Tax Return if the ABC is above 500k
- 5) 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, fees, and incidental charges)**
- Payment: **NET Thirty (30) working days (upon full delivery of the magazine)**
- Delivery: **3-months (upon approval of final proofing)**
- Validity of price: **one (1) 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