



REQUEST FOR PRICE QUOTATION

29 January 2018

PRINTING OF 6,000.00 PCS CASE FOLDERS

Date: _____
Name of Company: _____
Address: _____
Business Permit No. _____
TIN No. _____
PhilGEPS Registration No.: _____

Please quote your lowest net price, taxes included for the item/s described below and submit your **signed and sealed** quotation to the POEA BAC Secretariat, BFO Building, Ortigas Ave., cor Edsa, Mandaluyong City not later than 2 p.m. on **05 February 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Available fund is **SIXTY THOUSAND AND SIX HUNDRED TWENTY FIVE PESOS (P60,625.00)**.

ATTY. SHERILYN G. MALONZO
Chairperson
Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY./UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1,500 pcs	RECRUITMENT VIOLATION CASE FOLDER Specifications: Size : 10 ¼ x 14 ¼ folded Stock : Foldcote 18 Color : 2 colors – 2 sides printing Process: Offset printing w/ die cutting Others: with hole, without fastener	P _____	P _____
2,500 pcs	DISCIPLINARY ACTION CASE – FOR EMPLOYERS FOLDERS Specifications: Size : 10 ¼ x 14 ¼ folded Stock : Foldcote 18 Color : 2 colors – 2 sides printing	P _____	P _____

	Process: Offset printing w/ die cutting Others: with hole, without fastener		
2,000 pcs	DISCIPLINARY ACTION CASE – FOR WORKERS FOLDERS Specifications: Size : 10 ¼ x 14 ¼ folded Stock : Foldcote 18 Color : 2 colors – 2 sides printing Process: Offset printing w/ die cutting Others: with hole, without fastener	P _____	P _____
Name of Company			
Complete Address			
Telephone No./Fax			
Printed Name of Owner/Authorized Representative and Signature			

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The POEA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The POEA may rescind or terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under circumstances.
9. The bidder shall submit the following requirements:
 - a) Business Permit/Mayor's Permit;
 - b) PhilGEPS Registration;
 - c) Income/Business Tax Return; and
 - d) Omnibus Sworn Statement.

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