



Date: March 20, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1	LOT	PRINTING, PRODUCTION, SUPPLY AND DELIVERY OF SPECIAL PAPER WITH LAYOUT FABRICATION, SUPPLY AND DELIVERY OF CUSTOMIZED DRY SEAL FOR TISP	
		OBJECTIVES: For the official use of DOT-NCR Tourism Development Division	
		DELIVERABLES AND TECHNICAL SPECIFICATIONS	
		PROPOSED BUDGET: <p style="text-align: center;">1) A4 special paper (Php 30.00/pc x 6533 pcs) Total: ₱196,600.00</p> <ul style="list-style-type: none"> - A4 paper - Logos are in full color and high resolution - Type: Vellum Matte - Paper Size: A4 - Paper Color: Cream - Grammage : 120GSM - Border Line Design: Gold Stamping - DOT NCR Logo: 1" Diameter, Gold foil stamping embossed - Production & Printing of Certificate of Participation <p>CERTIFICATE OF PARTICIPATION: DESIGN AS SHOWN BELOW</p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: 300px;">  </div>	
		<p style="text-align: center;">2) Customized Engrave Dry Seal (Pocket seal) PROPOSED BUDGET: Customized Dry Seal (Php 7,400.00 x 1 pc)</p> <div style="text-align: center; margin: 10px auto; width: 200px;">  </div>	
		REQUIREMENTS FOR SUPPLIERS	
		<ul style="list-style-type: none"> • Company/Enterprise legally operating within Metro Manila • Rates include all applicable taxes and delivery fee • Must be willing to provide services on a send-bill arrangement/government procedure 	

	<ul style="list-style-type: none"> • Qualified Bidder will be required to submit actual sample for evaluation and approval prior to mass production 1.0 (for special paper) 2.0 (for customized dry seal) lay-out shall be provided by the Project Officer • DELIVERY TERM: 15-20 working days upon receipt/signing of PO • PLACE OF DELIVERY: DOT Bldg., 351 Sen Gil Puyat Avenue, Makati City 	
	APPROVED BUDGET FOR THE CONTRACT PHP 204,000.00.00 Pesos: Two Hundred Four Thousand Only <i>inclusive of taxes and is subject to appropriate government taxes.</i>	
	Documentary Requirements to be submitted: <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number 3. One (1) original duly notarized and two (2) Certified True Copies of Omnibus Sworn Statement 	
	TERMS OF PAYMENT 100% billing after delivery of services and products on a send bill arrangement	
	Contact Persons: Precious Yvette S. San Miguel – 09270470985 pssanmiguel@tourism.gov.ph Elaine S. Villanueva – 09178923084 esvillanueva@tourism.gov.ph	
	Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
	Note: Deadline of submission is on March 24, 2023 @ 8:00 am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.
Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00