



**REQUEST FOR QUOTATION NO.: 2021-09-039**

Date: September 22, 2021

Procurement Title : **Supply, Delivery and Printing of One Thousand (1,000) Copies of CFO Coffee Table Book**

PR No. : **2021-09-079**  
Approved Budget for the Contract : **Php 512,500.00**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (**COPY 1**) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **September 29, 2021, 1:00 P.M.**

**I. Requirements**

1. The winning bidder shall deliver the goods to the Commission on Filipinos Overseas Office at Citigold Center, 1345 Pres. Quirino Avenue cor. Osmeña Highway, Paco, Manila;
2. The said winning bidder shall bear the cost of transportation;
3. The winning bidder shall replace the item if found to be defective/not in conformity with the description during inspection.

**II. General Terms and Condition:**

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. Philgeps Registration/Certificate, Mayor's/Business Permit, BIR Form 2303 Certificate, SEC or DTI Certificate should be attached upon submission of sealed quotation;
5. A Notarized Omnibus Sworn Statement shall be attached upon submission of sealed quotation if ABC is above Php 50,000.00; and
6. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.





COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 PhilGEPS REGISTRATION NO.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
1000	Copies	Supply, Delivery and Printing of CFO Coffee Table Book	₱ 512.00	₱ 512,500.00	₱ 512,500.00	
<b>TOTAL AMOUNT</b>					<b>₱ 512,500.00</b>	

**TECHNICAL SPECIFICATIONS**

ITEM DESCRIPTION	SPECIFICATIONS
<b>CFO COFFEE TABLE BOOK</b>	Size: 11 x 8.5 inches (folded), 22 x 8.5 inches (spread)
	Color: Full color
	Pages: 200 pages excluding cover
	Material for the 200 inside pages: Book paper substance 24, 80 gsm
	Cover Material: C2S 120# mounted on pasteboard 20
	Inside Cover: C2S 120#
	Jacket Cover: C2S 120#
	Binding: Perfect bind with lamination on the front and back cover

**TERMS AND DELIVERY SCHEDULE**

TERMS : GOVERNMENT TERMS  
 DELIVERY SCHEDULE : **30 Working Days from receipt of a copy of the Notice to Proceed, (15 days out of 30 days shall be allotted for proofing, the remaining 15 days shall be allotted for printing)**

After careful evaluation of the Requirements, General Terms and Conditions, Technical Specifications, Warranty and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
 Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Date : \_\_\_\_\_

For Further information, please refer to:

**KEESHIA MAE ACEDERA**  
 Procurement Officer

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)  
 Tel. No: [8552-4792](tel:8552-4792)

