

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: 24 May 2013

RFQ No.: 22-2013

Name of Company: AD & IS Printing
Address: 2093 C.M. Recto Ave. Sampaloc Mla.
Name of Store/Shop: _____
Address: _____
Business Permit No.: 33099
TIN: 286-170-356-000

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **3 June 2013**, at exactly 8:00 AM

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Jocelyn C. Beslig** or **Ms. Diane Angela A. Marcos** at telephone no. **(02) 900-6741 to 44** or email address at hacsecgppb@gppb.gov.ph.

WJR
William A. Ragamat
Procurement Officer

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

Photocopying and Soft-binding of Handouts for the Skills Training and Values Formation Seminar Workshop	Php 24,050.00

if karama sa price yunax

ications:

a. No. of pages per set: 250-300 pages (double-sided/back to back) in 125-150 sheets	✓		
b. Size of Paper: A4	✓		
c. Paper Color: Plain white	✓		
d. Weight: at least 56 gsm	✓		
e. Black and white photocopying	✓		
a. 130 sets of materials to be bound consisting of 125-150 sheets per set, which include:	✓		
i. Program of Activities	✓		
ii. 11 modules	✓		
iii. Two (2) sheet of notes page inserted every after module	✓		
iv. Partition page inserted every after notes page	✓		
b. Color of printed cover: Blue	✓		
c. Provide partition page every after module: Blue	✓		
Can deliver the goods within 5 days upon receipt of materials to be reproduced and bound	✓		

SUMMARY OF APPROVED BUDGET			OFFER		
Photocopying	39,000 copies (in 19,500 sheets)	19,500.00	45	39,000 copies (in 19,500 sheets)	17,550
Soft binding	130 sets	4,550.00	30	130 sets	3,900
			Total Offered		
			21,450		

21,450 -

(2745)
 1887
 100-
 100-

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. **After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through cash/check in favor of the contractor.**
11. 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 GPPB - TSO shall rescind 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 open to it.

Agg
Alex Abalos
Signature over Printed Name

735-50-32
Office Telephone No.

09166855720
Fax/Mobile No.

Email address/es



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NOTICE OF AWARD

06 June 2013

MR. ALEX ABALOS
AJ & TJ PRINTING
2093 C.M. Recto Avenue, Sampaloc
Manila

Dear Mr. Abalos:

We are pleased to inform you that your proposal for the procurement of the **Photocopying and Soft-binding of Handouts for the Skills Training and Values Formation Seminar Workshop** with a corresponding price of **Twenty One Thousand Four Hundred Fifty Pesos (PhP21,450.00)** has been determined to be the lowest calculated and responsive quotation and have conformed with the technical specifications and other terms and conditions of the project. We shall send the Purchase Order for the said project at the soonest possible time.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,


DENNIS S. SANTIAGO
Executive Director III

Received By: 

Alex Abalos
(Signature above printed name)

6/13/13 4:05 PM
(Date and Time of receipt)

**Kindly fax to sender to acknowledge receipt*

JOB ORDER

DBM - GPPB-TSO

Agency

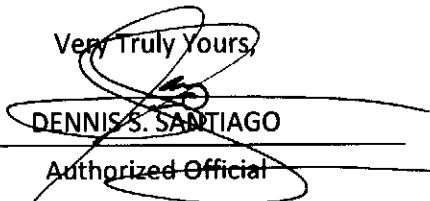
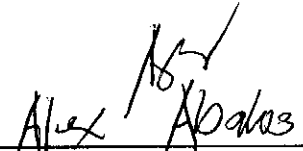
Supplier: AJ & TJ Printing 2093 C.M. Recto Avenue, Sampaloc, Manila	J.O. No.: 2013-06
Address:	Date: 10 June 2013
TIN: 286-170-356-000	Mode of Procurement: <u>Nego Proc (SVP)</u>


Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Rd., Ortigas Center, Pasig City	Delivery Term: <u>5 days</u>
Date of Delivery: <u>5 days after delivery of the materials</u>	Payment Term: <u>Full Payment/ Check</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	1	Photocopying	39,000 copies	P0.45	P17,550
	1	Soft binding	<u>130 sets</u>	P30.00	P3,900
(Total Amount in Words) Twenty One Thousand Four Hundred Fifty Pesos Only.					P21,450.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:	Very Truly Yours,  DENNIS S. SANTIAGO Authorized Official
 Signature over Printed Name of Supplier	
<u>6/14/13</u> Date	

Funds Available:	ALOBS No.: _____
 KRISTINE DALE T. CORPUZ Chief Accountant	Amount: _____