



REQUEST FOR QUOTATION

Date	: 08 September 2022
Project Title	: Supply and Delivery of Various Accountable Forms
Purchase Request No.	: 100-22-08-1086
Approved Budget for the Contract (ABC)	: Seven Million One Hundred Twelve Thousand Two Hundred Fifty Pesos Only (Php 7,112,250.00)
Date, Time and Place of the Deadline for the submission and receipt of Quotation	: 12 September 2022 (Monday), 11:30 AM Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the BAC Secretariat, 4th Floor, Pasig City Hall, San Nicolas, Pasig City. You may enclose all the documents in an envelope duly marked with the following details: 1. Title and reference number of the project (Purchase Request No.); and 2. Name, address and contact details (telephone/cellphone number and/or email address) of the bidder.

Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest proposal / quotation.

For any inquiries or clarifications, please contact the BAC Secretariat at (02) 8643-1111 local 1461 or 1462 or through email at bidsandawards@pasigcity.gov.ph

Thank you.


ATTY. PONCE MIGUEL D. LOPEZ
Head BAC Secretariat

PRICE OFFER: (Unit and Total Prices shall be rounded-off up to two-(2) decimal places)

Supply and Delivery of Various Accountable Forms							
Item No.	Qty.	Unit Of Issue	Item Description (include brand name if applicable; otherwise, indicate that the item is generic)	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit Cost	Total Cost
1	15,000	pads	AF #51 Personalized Accountable Form #51 Carbonless 4 x 8 1/2 x 3ply Imported carbonless paper Full color printing (original copy only) Security Features - invisible watermarks, microtext and black penetrating, migrating red security 50 sets per pad 3 ply Stapled with front and back cover Front - brown kraft paper Back - Chip Board No. 120	275.00	4,125,000.00	<u>P 4,080,000.00</u> @ P 272.00 per pad	
2	6,000	Pads	AF #56 Personalized Accountable Form #56 4 1/2 x10 1/2 Carbonless paper Four colors printing Security Features- Invisible Markings; Red Stain Numbering 3 ply; four printing with security features, prenumbered; 50 sets per pad	305.00	1,830,000.00	<u>P 1,800,000.00</u> @ P 300.00 per pad	
3	350	Pads	Tax Order of Payment Tax order of Payment of Transfer Tax and License 9x6 One color printing Carbonized Quadruple With Numbering	735.00	257,250.00	<u>P 255,500.00</u> @ P 730.00 per pad	
4	2,000	pads	Tax Order of Payment Tax order of payment Cedula Individual 1,500 pads Duplicate Carbonized 9x6 One color printing with numbering Tax Order of Payment Cedula Corporation - 500 pads - duplicate - carbonized - 9 x 6 - one color printing - with numbering	450.00	900,000.00	<u>P 890,000.00</u> @ P 445.00 per pad	
Grand Total Cost				Php 7,112,250.00		<u>P 7,025,500.00</u>	
				Seven Million One Hundred Twelve Thousand Two Hundred Fifty Pesos Only		Seven Million Twenty-Five Thousand Five Hundred pesos only	
Delivery Period: Within Thirty (30) Calendar Days from the date of receipt of the Notice to Proceed.							

VALIDITY OF OFFER: Within ninety (90) calendar days from the date of opening of quotations

ADDITIONAL REQUIREMENTS:

Together with your quotation, kindly submit the following documents on or before the deadline for the submission of quotation:

1. Philippine Government Electronic Procurement System (PhilGEPS) Registration/Organization Number
2. Document showing proof that the signatory is the duly authorized representative of the agency, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the proposal, and to sign and execute the ensuing contract.
3. Certification from the Servicing Agency that:
 - a. The Servicing Agency has the mandate to deliver the Goods and Services required to be procured.
 - b. The Servicing Agency has the absorptive capacity to undertake the project.
 - c. The Servicing Agency has its own or has access to necessary tools and equipment required for the project.

NOTES:

1. Bidders shall submit their quotations through their duly authorized representatives.
2. Quotations submitted exceeding the Approved Budget for the Contract shall be rejected.
3. The quotation may be accepted immediately or after some negotiations.
4. The prices quoted are to be paid in Philippine Currency.
5. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to the City Government of Pasig.
6. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The City Government of Pasig shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The supplier agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the unperformed portion for everyday of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. The City Government of Pasig may 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.

10. Other terms and conditions are stipulated in the attached Terms of Reference, if any.

CONFORME:


DOMINIC F. TAJON

SALES AND MARKETING MANAGER

Signature over printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
APO PRODUCTION UNIT, INC. *(Please indicate name of company)*