

## REQUEST FOR QUOTATION

### Procurement of the Printing of PCC Brochure

P.R. No./Date Received: 2021-03-0047 / 30 March 2021

RFQ/P No. / Date: 2021-04-0049 / 06 April 2021

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

#### Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae (for Consulting Services only)
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**  
*\*Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00*

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [ivabano@phcc.gov.ph](mailto:ivabano@phcc.gov.ph) on or before **April 12, 2021 / 12:00NN** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. Original Apostille documents are required to be transmitted to PCC prior to facilitation of payment.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,

  
**MARK JAYSON R. FAJUTNAO**  
Assistant Head, Bids and Awards Committee Secretariat

Item	QTY	ABC	Technical Specifications	Proposal Amount
1	1 lot	₱ 67,500.00	PCC Brochure Size: 8.7 x 12 inches (Spread) Stock: C2S 70 lbs. Sets: 1 page (back to back) Color: Full colors Binding: Loose Process: Offset printing Folding: Trifold (2 folds / 3 panels) Delivery: s days upon approval of mock-up QTY: 45,000 pcs  <b>Please see attached Specifications</b>	
<b>Schedule of Requirements:</b>			<ul style="list-style-type: none"> <li>•Two (2) mock-ups within two (2) business days upon receipt of file from PCC-CKMO</li> <li>•Complete delivery within Fourteen (14) business days upon approval of mock-up</li> </ul>	

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

**PROCUREMENT FOR THE PRINTING OF PCC BROCHURE**

*Invitation to Bid (IB )No.* \_\_\_\_\_

<b>TECHNICAL SPECIFICATIONS</b>		
<b>QTY.</b>	<b>UNIT</b>	<b>DESCRIPTION/MINIMUM SPECIFICATION</b>
45,000	pcs	PCC Brochure Size: 8.7 x 12 inches (Spread) Stock: C2S 70 lbs. Sets: 1 page (back to back) Color: Full colors Binding: Loose Process: Offset printing Folding: Trifold (2 folds / 3 panels) Delivery: <ul style="list-style-type: none"> <li>• Two (2) mock-ups within two (2) business days upon receipt of file from PCC-CKMO</li> <li>• Complete delivery within Fourteen (14) business days upon approval of mock-up</li> </ul> Other provision/s: <ul style="list-style-type: none"> <li>• if at least 10% of the total quantity is found to be non-compliant with the specifications and the approved mock-up, the end-user may return all the copies delivered by the supplier, for outright replacement of the 10% defective copies, and for quality checking and possible replacement, if found defective, of the remaining 90%.</li> </ul>

Prepared by:

  
**ARNOLD DAVE D. DETERA**  
 Administrative Assistant

Noted by:

  
**FERDINAND L. PAGUIA**  
 Information Officer V, CKMO

Approved by:

  
**ARNOLD ROY D. TENORIO**  
 Director III, CKMO

<p><b>Conforme:</b></p> <p>_____</p> <p align="center"><b>Name and Signature of Authorized Representative</b></p> <p>_____</p> <p align="center"><b>Designation</b></p> <p>_____</p> <p align="center"><b>Name of Company</b></p> <p>_____</p> <p align="center"><b>Date</b></p>
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