

## REQUEST FOR QUOTATION

### " Digital Printing of 100 copies 2018 PCC Annual Report"

P.R. No./Date Received: 201903-0066 / 04 March 2019

RFQ/P No. / Date: 201903-0060 / 19 March 2019

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 **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)
- Notarized Omnibus Sworn Statement - Annex "A" (to be submitted prior to Job Order issuance)

This pro-forma quotation maybe 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 [mvbambao@phcc.gov.ph](mailto:mvbambao@phcc.gov.ph) on or before **22 March 2019, 10:00AM** 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. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
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,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	100 copies	₱ 170,500.00	Digital printing of 2018 PCC Annual Report			
			*Please see attached Technical Specifications			
Total Lot ABC		₱ 170,500.00	<b>TOTAL Amount</b>			
<b>Delivery Instructions:</b>			1. Two (2) actual mock-up shall be provided by the supplier within 2 business days from receipt of the raw materials files from PCC-CKMO, 2. Complete number of copies shall be delivered within five (5) business days upon approval of the mock-up provided by the supplier.			

(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 : \_\_\_\_\_



## LIST OF SPECIFICATIONS

Specifications	Requirement
Dimension	11.7 inches (H) x 8.25 inches (W) – folded 11.7 inches (H) x 16.53 inches (W) - spread
Pages	60-69 pages including front and back cover
Quantity	100 units (excluding the mock-ups)
Materials	Cover: Matte or C2S 220 lbs Inside pages: Matte 120 lbs
Color	Full color/full bleed (cover and inside pages)
Process	Digital Printing
Binding	Perfect Binding

PREPARED BY:

  
LEANNE GOROSIN

APPROVED BY:

  
DIR. ARNOLD TENORIO