



REQUEST FOR QUOTATION

Date: February 4, 2021

RFQ No. ADM-FPD-2020-12-009

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES WITH PRINTING SERVICES**, with an **Approved Budget for Contract (ABC) of One Hundred Twenty Two Thousand Two Hundred Pesos (₱ 122,200.00)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 11, 2021**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2021 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

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

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

TERMS OF REFERENCE

- I. PROJECT TITLE:**
Supply and Delivery of Office Supplies with Printing Services
- II. APPROVED BUDGET FOR CONTRACT (ABC):**
One Hundred Twenty Two Thousand Two Hundred Pesos (₱ 122,200.00),
VAT Inclusive
- III. SPECIFICATIONS:**
1. Item: **BUSINESS CARD**
Size: 2.00 in. x 3.50 in.
Quantity: 15 boxes (100 pieces per box)
Material: C2S 220 lbs.
Printing: Full color one side printing
 2. Item: **BUSINESS CARD**
Size: 2.00 in. x 3.50 in.
Quantity: 35 boxes (100 pieces per box)
Material: C2S 220 lbs.
Printing: Full color both sides printing
 3. Item: **LETTER ENVELOPE**
Size: 9.50 in. x 4.125 in.
Quantity: 1 box (500 pieces per box)
Material: Bookpaper 80 lbs.
Printing: Full color one side printing
 4. Item: **ENVELOPE, EXPANDED LONG**
Size: 10.00 in. x 15.00 in.
Quantity: 23 boxes (100 pieces per box)
Material: C2S 220 lbs.
Printing: Two color one side printing
Others: With eyelet and elastic cord, die-cut and gluing

5. Item: **LETTERHEAD**
Size: A4
Quantity: 1 ream
Material: Bookpaper 70 lbs.
Printing: Full color one side printing
6. Item: **RIBBON**
Color: Blue
Size: 7/8" x 50-yards
Quantity: 2 rolls
Printing: PICC logo
7. Item: **RIBBON**
Color: Red
Size: 7/8" x 50-yards.
Quantity: 3 rolls
Printing: PICC logo

IV. SCHEDULE OF REQUIREMENT:

The supplier shall present layout/proto type of each item for approval of the end-user within fifteen (15) calendar days after the receipt of Notice to Proceed. Complete delivery shall be within thirty (30) calendar days after the approval of the layout/proto type.

V. TERMS OF PAYMENT:

Payment shall be released within two (2) weeks after full delivery and final acceptance of Facilities and Property Division's authorized representative and upon submission of the following:

- a. Billing Invoice
- b. Delivery Receipt
- c. Receiving and Acceptance Report
- d. Notice of Award
- e. Purchase Order
- f. Notice to Proceed

VI. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.

3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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RFQ No. ADM-FPD-2020-12-009

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

QUANTITY	UNIT	ITEMS	UNIT PRICE	TOTAL
15	boxes	Business Card, 1 side printing	₱	₱
35	boxes	Business Card, 2 sides printing		
1	box	Letter Envelope		
23	boxes	Envelope, Expanded Long		
1	ream	Letterhead		
2	rolls	Ribbon, blue		
3	rolls	Ribbon, red		
TOTAL			₱	

NOTE: Partial offer is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of evaluation and contract award.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____

Fax No: _____

Email Address/es: _____

Mobile No.: _____

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