



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11691396  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Printing of BCDA External Newsletter - Collective under PR0001115  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2025-095-1613	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Printing Services		
<b>Approved Budget for the Contract:</b>	PHP 630,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Stefany A Mateo Sr. Administrative Assistant BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City Taguig City Metro Manila Philippines 1634 63-2-5751782 63-2-5751785 samateo@bcda.gov.ph	<b>Date Published</b>	25/01/2025
		<b>Last Updated / Time</b>	24/01/2025 09:51 AM
		<b>Closing Date / Time</b>	30/01/2025 09:00 AM

#### Description

Procurement of Printing of BCDA External Newsletter - Collective under PR0001115

2,000 PCS - BROCHURES  
PRINTING OF COLLECTIVE NEWSLETTER

Specifications:  
40 pages inclusive of front and back cover  
Sizes (Folded): 160mm (W) X 240mm (H)

Paper Stock:  
- Cover & Back: Old Mill Premium White 190gsm  
- Inside: Century Cotton Wove 100gsm  
- Color: Full Color, All pages  
Process: Offset Printing  
Binding: Perfect Binding  
Quantity: 2,000 copies total (500 per delivery/quarter)  
No. of deliveries: delivery of four (4) issues on designated dates

Proofing:  
- First proofing with actual paper, within 2 working days upon receipt of PDF file  
- Final proof with actual paper, within 2 working days upon receipt of PDF file

(Approved Budget for the Contract PHP630,000.00)

Delivery Address: BCDA Office, 2F Bonifacio Technology Center (BTC) Bldg., 31st St., corner 2nd Ave. BGC, Taguig City

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
  - 2) PhilGEPS Registration No.
  - 3) BIR Certificate of Registration (BIR Form 2303)
  - 4) Income/Business Tax Return if the ABC is above 500k
  - 5) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

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**Other Information**

Please email the quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit, and Omnibus Sworn Statement to [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph) or submit it to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. corner 2nd Ave. Bonifacio Global City, Taguig City.

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated and Responsive Quotation during the evaluation procedure.

(You may use the attached Pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**TERMS AND CONDITIONS:**

Payment: Thirty (30) working days

Delivery: \_\_\_\_\_ calendar days (please specify)

Validity of price: One (1) month

Look for Ms. Stefany Mateo for inquiries email at [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph).

**Created by** Stefany A Mateo

**Date Created** 24/01/2025

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