



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12197258  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Marketing Collaterals for BCDA Participation in the GOCC Service Caravan under PR0001451  
**Area of Delivery** Metro Manila

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>  | BG2025-100-1711   | <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>   | Tokens and Awards   |                              |                     |
| <b>Approved Budget for the Contract:</b>   | PHP 220,000.00  | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>  | 15 Day/s  |                              |                     |
| <b>Client Agency:</b>  |   |                              |                     |
| <b>Contact Person:</b>   | Stefany A Mateo<br>Sr. Administrative Assistant<br>BCDA Corporate Center<br>2nd Floor, Bonifacio<br>Technology Center,<br>31st St., 2nd Ave. Bonifacio<br>Global City<br>Taguig City<br>Metro Manila<br>Philippines 1634<br>63-2-5751782<br>63-2-5751785<br>samateo@bcda.gov.ph | <b>Date Published</b>        | 08/07/2025          |
|  |   | <b>Last Updated / Time</b>   | 07/07/2025 10:54 AM |
|  |   | <b>Closing Date / Time</b>   | 11/07/2025 09:00 AM |
| <b>Description</b><br><br>Procurement of Marketing Collaterals<br><br>4 ITEM MARKETING COLLATERALS, PULL UP BANNER<br>Specifications:<br>- Stand<br>Size: 3ft by 7 ft (WxH)<br>Material: Aluminum<br>Includes Carry Bag<br>- Tarpaulin<br>Size: 2.75ft by 6.5ft (WxH)<br>13oz Thickness or better<br>Full Color<br>- Provide sample<br><br>(ABC Php2,000.00 per set)<br><br>300 ITEM MARKETING COLLATERALS, BCDA PENS<br>Specifications:<br>Material: Metal<br>Color: Black<br>Ink color: Black<br>Logo Print: UV Print<br>Packaging: individual OPP bag<br><br>(ABC Php60.00 per piece)<br><br>200 ITEM MARKETING COLLATERALS, CUSTOMIZED NOTEBOOK<br>Specifications:<br>Material: PU Leather<br>Color: Assorted<br>Size: A5<br>Paper: Woodfree paper |   |                              |                     |

Paper thickness: 80gsm

- Features:

At least 80 sheets

Magnetic lock

With ribbon bookmark

Print: customized UV printing

Packaging: individual OPP bag

(ABC Php250.00 per piece)

200 ITEM MARKETING COLLATERALS, NORDIC MUG

Specifications:

Material: Ceramic Mug

Size: 7.2x8.8x11cm

Capacity: 16oz / 400ml

Features: Cork base mug

Color: Black

Finish: Matte

Print: UV printing

Packaging: individual standard box

(ABC Php300.00 per piece)

300 ITEM MARKETING COLLATERALS, JUTE BAG

Specifications:

Material: Laminated Jute

Printing: Silkscreen 2 logos, 1 color print

(both sides print)

Size: 14" x 14" x 4 gusset

Handle: 1.5" Cotton

Packaging: OPP resealable plastic

Customized with BCDA/New Clark City Logo

(ABC Php280.00 per piece)

SUBMIT ACTUAL SAMPLE

Delivery Place: 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) 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** 07/07/2025

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