



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12275001
Procuring Entity BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN
Title Procurement of BCDA Letterheads and Envelope for the 3rd Quarter of 2025 under PR0001496
Area of Delivery Metro Manila

Solicitation Number:	BG2025-020-1725	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods		
Category:	Printing Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 270,000.00		
Delivery Period:	15 Day/s	Document Request List	0
Client Agency:			
Contact Person:	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@bcdca.gov.ph	Date Published	02/08/2025
		Last Updated / Time	01/08/2025 14:43 PM
		Closing Date / Time	06/08/2025 17:00 PM

Description

Procurement of BCDA Letterheads and Envelopes

60 BOX ENVELOPE, MAILING, WITH BCDA LOGO

Printing Specifications:

9-1/2 X 4-1/8, 500PCS/BOX

Color: Full Colors; Material: Book #70

Size: Folded (9-1/2 x 4-1/8); Speard (16 x 9-3/4)

with Die Cutting; includes Color Separation

(ABC Php78,000.00)

70 REAM LETTERHEAD W/ BCDA LOGO, (1ST PAGE)

Printing Specifications:

85 GSM SIZE A4, 500 PCS/REAM

Color: Full Colors

Cannon Laid New Brilliant White

One Side Print, includes Color Separation

(ABC Phhp112,000.00)

50 REAM LETTERHEAD, (2ND PAGE)

Printing Specifications:

85 GSM, A4, 500 PCS/REAM

Color: Full Colors

Cannon Laid New Brilliant White

One Side Print, includes Color Separation

(ABC Phhp80,000.00)

1 LOT SUPPLY AND DELIVERY
(TOTAL ABC PHP270,000.00)

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)

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 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.

Created by Stefany A Mateo

Date Created 01/08/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.