

**BASES CONVERSION and DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

REQUEST FOR QUOTATION

(Company Name):

Date: **02 August 2025**PR #: **PR0001496**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **06 August 2025**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


STEFANY A. MATEO
Canvasser
ALMIRA S. CLARIANES
Chief Administrative Officer**TO: BCDA HEAD OF PROCUREMENT**

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
60	BOX	ENVELOPE, MAILING, WITH BCDA LOGO <i>Printing Specifications:</i> 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) <i>Printing Specifications:</i> 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) <i>Printing Specifications:</i> 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)						
TOTAL AMOUNT						₱

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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STEFANY A. MATEO

Canvasser


ALMIRA S. CLARIANES

Chief Administrative Officer

Terms and conditions:

Price: **Inclusive of all applicable taxes**

Payment: **NET Thirty (30) working days**

Delivery: _____ day/s (upon approval of final proof)

Validity of price: **one (1) month**

WARRANTY: (if any)

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number