

**REQUEST FOR QUOTATION**

Date: May 8, 2017

RFQ No.: 2017-05-015

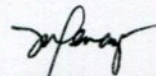
The Pasay City Government – Office of the Senior Citizen Affairs (OSCA), through its Bids and Awards Committee the requests for proposal / quotation for the Supply and Delivery of 2,148 BOOKLETS of PERSONALIZED OSCA BOOKLET for the use of Office of the Senior Citizen Affairs Office chargeable against the GENERAL FUND.

Please submit your quotations/proposals duly signed by you or your duly authorized representative not later than May 12, 2017 at exactly 2:00pm for the item described below, subject to the Terms and Conditions provided of this request for quotation (RFQ).

A copy of your business permit and PhilGEPS Registration Certificate are also required to be submitted along with your quotation/proposal.

Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2<sup>nd</sup> Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

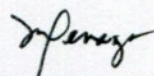
For any clarification, you may contact **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address at bacsecpasay@gmail.com.



**MARILYN M. PENAZO**  
CAO II  
OSCA, Officer-in-Charge

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/quotation(s) to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. The lowest most complying responsive bid shall pay to the City Treasurer's Office a non-refundable bid document fee of Php 200.00 or as per City Ordinance No. 4547. Series of 2011 upon securing the order of payment at the Office of the BAC Secretariat Head located at Room 103 G/F ICTO Office, Pasay City Hall Building;
6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. Specifications:
  - a. Inside - Bookpaper #50. Grayscale printing, gathering
  - b. Cover full color C2S#230 with plastic lamination and staple binding
9. Payment term as stated in the Purchase Order / Contract.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Pasay City Government may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies.



**MARILYN M. PENAZO**  
CAO II  
OSCA, Officer-in-Charge

**Republic of the Philippines**  
**CITY GOVERNMENT OF PASAY**

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
Supply and Delivery of 2,148 BOOKLETS of PERSONALIZED OSCA BOOKLET for the use of Office of the Senior Citizen Affairs Office chargeable against the GENERAL FUND  1. PERSONALIZED OSCA BOOKLET Medicine Basic necessities & prime commodities  Inside-Bookpaper #50, grayscale printing, gathering Cover full color C2S#230 with plastic lamination and staple binding	2148 booklets	Php 149,930.40			

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Office Telephone / Fax No.

\_\_\_\_\_  
 Mobile No.

\_\_\_\_\_  
 Email address/es