

**Office of the Vice President  
of the Philippines**

**REQUEST FOR QUOTATION**

**Reference No.:** 2020-106

**MR. STEVEN TANTOCO**

Sales Manager  
Philcopy Corporation

Dear **Mr. Tantoco**

The Office of the Vice President (OVP) will undertake a Direct Contracting Procurement in accordance with Section 50 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project, "Supply and Delivery of Ribbon for Smart ID Printer," with an Approved Budget for the Contract (ABC) of Ten Thousand Pesos (P10,000.00).

May we request for a quotation for the said Project per the attached Specifications (Annex "A") together with the following eligibility documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Certificate of Exclusive Distributorship
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Kindly submit the quotation and eligibility documents on or before 9:00 a.m. of July 15, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1716 local 129 or via e-mail at bacsecretariat@ovp.gov.ph

For inquiries, you may contact the Bids and Awards Committee (BAC) Secretariat at telephone number 370-1716 local 128 to 129.

Very truly yours,

  
**SOFIA C. YANTO-ABAD**  
BAC Chairperson

**TECHNICAL SPECIFICATIONS**

Bidders must state **"Comply"** in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

<b>Specification</b>	<b>Statement of Compliance</b>
YMCKO Ribbon	
Full color	
For Smart 51 ID Printer with I.D. Number 500-02665	
Delivery place is at 7 <sup>th</sup> Floor, Ben-Lor Building, Quezon Ave., Quezon City	
Delivery period is within two days from receipt of Purchase Order	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
**Name of Company/Bidder**

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

\_\_\_\_\_  
**Date**

**PRICE QUOTATION FORM**


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 Date
**The Administrative Division**

Office of the Vice President  
 7<sup>th</sup> Floor, Ben-Lor Building  
 1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Supply and Delivery of Ribbon for Smart ID Printer</b>	YMCKO Ribbon	2	box		
	Total (inclusive of VAT)				

- (2) We undertake to deliver above goods per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact Number