

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-082
Posting Date: June 11, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the *"Supply and Delivery of Brown Envelope with Logo"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Brown Envelope with Logo

Approved Budget : Twenty Thousand Pesos (P20,000.00)
for the Contract

Specifications : Please see attached Annex "A"

Delivery Address : 7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

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

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of June 15, 2020 at the Property and Procurement Unit, 7th 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.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.


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."

Specification	Quantity	Statement of Compliance
Brown Envelope with Logo Size: 9 in (H) x 12 in (W) Color: 1 Black Material: Trojan Kraft Document Envelope, 200gsm Others: One (1) Side Print with Machine Proofing Process: Offset	5,000 pcs	
Layout will be provided upon issuance of Purchase Order	N/A	
Sample must be provided within 1 calendar day upon receipt of layout	N/A	
Must be delivered 5 calendar days upon approval of sample	N/A	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	N/A	

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

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

 Date
The Administrative Division

Office of the Vice President
 7th 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:

Project	Item Description	Quantity	Unit	Unit Price	Total Price
Supply and Delivery of Brown Envelope with Logo	Brown Envelope with Logo	5,000	pc		
	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)

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

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact Number