




REQUEST FOR QUOTATION

RFQ No.: 2025-03-0023

Date: March 3, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
112	BOX	CALLING CARD	₱1,000.00	₱112,000.00
42	PAD	MEMO PAD, 1/2	₱80.00	₱3,360.00
52	PAD	MEMO PAD, 1/4 <i>(please see attached technical specifications)</i>	₱57.00	₱2,964.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Duly notarized Omnibus Sworn Statement (to be submitted by the winning bidder upon issuance of the Purchase Order)		
TOTAL AMOUNT				₱118,324.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



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TECHNICAL SPECIFICATIONS
 PROCUREMENT OF CALLING CARD AND MEMO PAD
 RFQ No. 2025-03-0023 dated March 3, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the following item/s:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Procurement of Calling Card and Memo Pad 112 boxes Calling Card 42 pads Memo Pad, 1/2 52 pads Memo Pad, ¼	1 lot	₱118,324.00

II. TECHNICAL SPECIFICATIONS

Detailed minimum specifications of the items to be procured:

1. CALLING CARD

- Size: 3.5" x 2"
- Material: Cardstock, 300 gsm
- Color: Bevania ivory
- Gold-stamped DOF and Bagong Pilipinas Logos
- Print: Full color (front and back)
- 100 pcs. per box

SAMPLE LAYOUT



Front








Back

Note: Editable template and information of DOF Officials and Employees will be provided upon receipt of the Purchase Order.

2. MEMO PAD, 1/2

- Two (2) sizes: 7" x 5" and 8.25" x 5.5"
- Material: Bookpaper, 60gsm
- Print: Full Color (1 side)
- Binding: Padded
- 100 sheets per pad

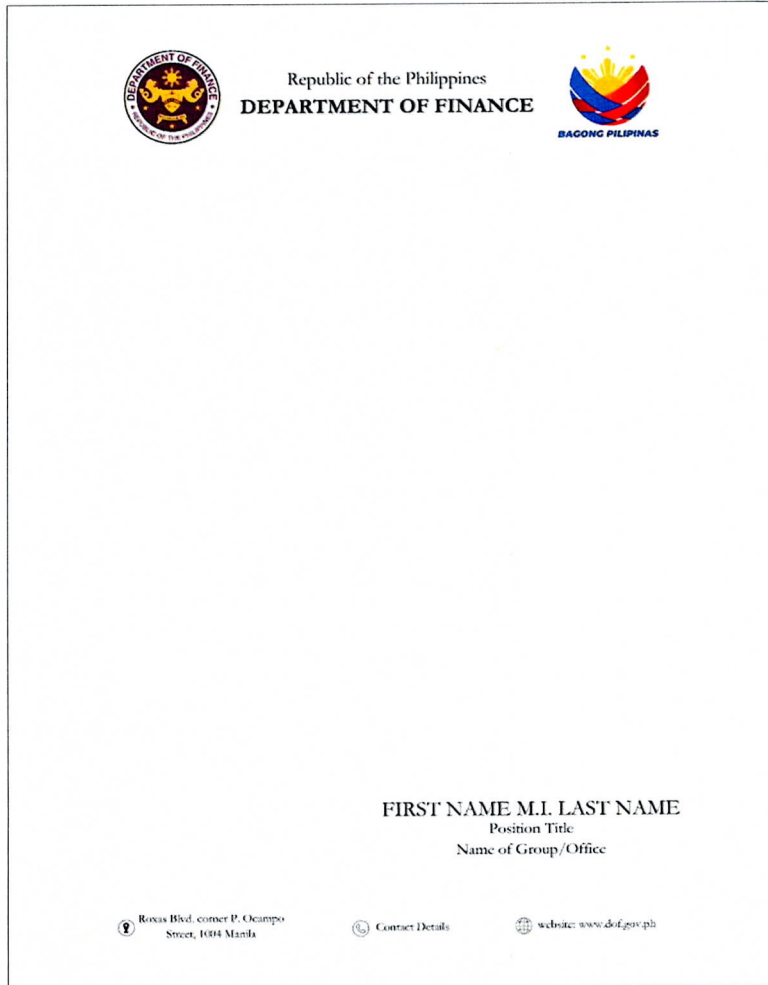
SAMPLE LAYOUT:

	<p>Republic of the Philippines DEPARTMENT OF FINANCE</p>	 <p>BAGONG PILIPINAS</p>
<p>FIRST NAME M.I. LAST NAME Position Title Name of Group/Office</p>		
 Roxas Blvd. corner P. Ocampo St., 1004 Manila	 Contact Details	 website: www.dof.gov.ph

3. MEMO PAD, 1/4

- Two (2) sizes: 4" x 3" and 5.25" x 4"
- Material: Bookpaper, 60gsm
- Print: Full Color (1 side)
- Binding: Padded
- 100 sheets per pad

SAMPLE LAYOUT:



III. SCHEDULE OF REQUIREMENTS

The supplier shall provide a sample before the mass production within 5 calendar days upon receipt of the Purchase Order and deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon approval of the final sample.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____