



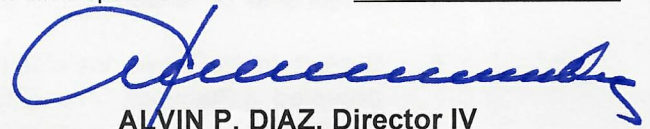
Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004

REQUEST FOR QUOTATION

RFQ No. : 2024-07-0098
 Date : July 30, 2024

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 thru 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
205	ream	Paper - Letterhead with DOF logo and Bagong Pilipinas logo - Size: A4, 80 gsm (Format Annex A)	850.00	174,250.00
697	piece	Envelope - Documentary with DOF logo and Bagong Pilipinas logo) - Size: A4 (Format Annex C)	32.00	22,304.00
688	piece	Envelope - Documentary with DOF logo and Bagong Pilipinas logo - Size: Legal (Format Annex C)	34.00	23,392.00
3550	piece	Envelope - Mailing with DOF logo and Bagong Pilipinas logo (Format Annex C; Thickness Annex B)	5.00	17,750.00
4500	piece	Envelope - Mailing with window with DOF logo and Bagong Pilipinas logo (Format Annex C; Thickness Annex B)	6.50	29,250.00
NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <small>**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 RA 9184 shall remain current and updated.</small> Additional required document to be submitted by the winning supplier before issuance of Purchase Order: 3. Duly Notarized Omnibus Sworn Statement (OSS)				266,946.00

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

Canvassed by: _____ Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____



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		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit</p> <p>2. PhilGEPS Registration Number</p> <p><small>**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 RA 9184 shall remain current and updated.</small></p> <p>Additional required document to be submitted by the winning supplier before issuance of Purchase Order:</p> <p>3. Duly Notarized Omnibus Sworn Statement (OSS)</p>		
				-

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

Canvassed by:

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____

ANNEX A

DOF Letterhead



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



Letterhead Size:

A4 (8.27 in x 11.69 in)

Font: Garamond

Republic of the Philippines

Font size: 12 pt

Font style: Regular, Title Case

DEPARTMENT OF FINANCE

Font size: 14 pt

Font style: Bold, Uppercase

Address

Font size: 12 pt

Font style: Regular, Title Case

DOF and Bagong Pilipinas Logos:

0.86 in x 0.86 in

Annex B

Republic of the Philippines

DEPARTMENT OF FINANCE

Roxas Boulevard
Corner Pablo Ocampo, Sr. Street
Manila 1004



ANNEX C

Letter Envelope



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
Rosas Blvd. corner P. Ocampo St.
1004 Manila



Font: Garamond
Alignment: Align Left

REPUBLIC OF THE PHILIPPINES
Font size: 8 pt
Font style: Regular, Uppercase

DEPARTMENT OF FINANCE
Font size: 12 pt
Font style: Bold, Uppercase

Address
Font size: 6 pt
Font style: Regular, Title Case

DOF and Bagong Pilipinas Logos:
1 in x 1 in