



Republic of the Philippines
Early Childhood Care and Development Council

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City 1605
 Telephone & fax: (02) 571-4615 / 571-6590 / 571-6833 / 571-8041 email address: info@eccdcouncil.gov.ph

Date: _____

REQUEST FOR QUOTATION

Gentlemen:

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope direct to the Chairperson, Bids and Award Committee or thru the authorized canvasser of this office on or before January 31, 2024.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

Very Truly yours,

[Signature]
NECITAS D. LARGO
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1,000	copies	Printing of GuideBook in Managing Children with Delays and Disabilities Early Learning Programs		
		Specs:		
		Cover:		
		Stock:C2S 220#		
		Size: 8.27 x 11.69 inches (Folded); 17 x 11.69 inches (flat)		
		Color: Full Color, with Spot UV		
		Others: with Scoring		
		: with matt lamination (1 side)		
		With title indicated in the spine		
		Process: Offset Printing		
		Inside:		
		Stock: matt 100#		
		Size: 8.27 x 11.69 inches (Folded); 17 x 11.69 inches (flat)		
		Color: Full Color x Full Color		
		No. of pages including cover:159 pages		
		CD Ready, provide the finalization of layout and color separation		
		Supplier can adjust the layout		
		Delivery - 30 days after the final approval of mock-up		
		Other requirements:		
		The following documents must be submitted together with the quotations:		
		1 Printed sample booklet similar to the ECCDC requirements		
		2 1/4 cut-out paper stock (cover and inside) with label		
		3 Printed PhilGEPS Registration Number		
		4 Income/Business Tax Return		
		5 Mayors Permit		
		6 Omnibus Sworn Statement (attached)		
		Quotation: Inclusive of Tax		
		Mode of Payment: Send Bill after acceptance of goods//items		
		Email Add: ndl@eccdcouncil.ov.ph/cora@eccdcouncil.gov.ph		
		For any queries, you may Contact Nos. 571-6833/571-4615 loc. 831		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER	
Signature	
Name	
Office/Company Name	
Address	
Telephone Nos.	
Fax No.	