



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 directed to the Chairperson, Bids and Award Committee of this office on or before April 3, 2024.

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

*Very Truly yours,*

**NECITAS D. LARGO**  
 BAC, Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
500	copies	Printing/Reproduction of Guidelines on the Registration and Granting Permit and Recognition Module		
		<b>Specification:</b>		
		<b>Size:</b> Paper size: A4		
		<b>Stocks:</b> Inside - C2S 80 lbs.		
		cover - C2S 80 lbs.		
		<b>Process:</b> <b>OFFSET Printing Process</b>		
		<b>Color:</b> cover - One Color		
		Inside - One Color all pages		
		<b>Finish:</b> two sides printing		
		No. of Pages: 128 pages excluding cover		
		Cover with Acetate and morocco paper at the back		
		<b>Binding:</b> Coil Binding		
		<b>Other/s:</b> CD file ready		
		<b><u>Other Requirements to be submitted:</u></b>		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		BIR Registration Certificate		
		Omnibus Sworn Statement (Revised)		
		<b>Conditions:</b>		
		<b>Terms of Payment: Send Bill</b>		
		<b>Quotation - inclusive of VAT</b>		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		
		Email Add: ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/bac@eccdcouncil.gov.ph		

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 & Designation	
Company Name	
Address	
Telephone Nos.	
CP No.	