



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 of this office on or before January 30, 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																											
1	lot	Printing of Learning Resource Packages (LRPs) No. 1-8 for the Program Trainings/Workshops/Seminars																													
		Technical Specification:																													
		Cover:																													
		Size - letter size (11" x 8.5") landscape (LRPs No. 1-7)																													
		LRP No.8 - letter size 11" x 8.5" (F)																													
		Color - Front Cover: 4/1 and Back Cover: 4/0																													
		Fold coat caliper 15, matt. Lam																													
		Inside:																													
		Size - letter size (11" x 8.5") landscape (LRPs No. 1-7)																													
		LRP No.8 - letter size 11" x 8.5" (F)																													
		Color - 1 color																													
		Paper - matte paper 70#																													
		File supplied																													
		Double loop ring bind, Offset Printing																													
		No. of Pages per LRP including front cover and back cover:																													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">BOOK NO.</th> <th style="width: 20%;">NO. OF PAGES</th> <th style="width: 20%;">NO. OF COPIES</th> </tr> </thead> <tbody> <tr> <td>LRP No. 1</td> <td style="text-align: center;">28</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 2</td> <td style="text-align: center;">39</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 3</td> <td style="text-align: center;">140</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 4</td> <td style="text-align: center;">18</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 5</td> <td style="text-align: center;">274</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 6</td> <td style="text-align: center;">285</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 7</td> <td style="text-align: center;">123</td> <td style="text-align: center;">650</td> </tr> <tr> <td>LRP No. 8</td> <td style="text-align: center;">221</td> <td style="text-align: center;">650</td> </tr> </tbody> </table>	BOOK NO.	NO. OF PAGES	NO. OF COPIES	LRP No. 1	28	650	LRP No. 2	39	650	LRP No. 3	140	650	LRP No. 4	18	650	LRP No. 5	274	650	LRP No. 6	285	650	LRP No. 7	123	650	LRP No. 8	221	650		
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		<u>Other Requirements to be submitted:</u>																													
		Philgeps Registration Number																													
		Mayor's Permit																													
		Income/Business Tax Return																													
		Omnibus Sworn Statement																													
		<u>Conditions:</u>																													
		Terms of Payment: Send Bill upon completion																													
		Quotation - inclusive of VAT																													
		For any queries, you may Contact Nos. (02)8571-6833/(02) 8571-4615																													
		Email Add: ndl@eccdcouncil.gov.ph/cora@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	
Office/Company Name	
Address	
Telephone Nos.	
Fax Nos.	