



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 directed to the Chairperson, Bids and Award Committee of this office on or before November 11, 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**

Chairperson, Procurement Committee

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
300	pcs.	<b>Printing of ECCD Council Planner 2024</b>		
		<b>Specs:</b>		
		<b>1. Cover:</b>		
		Green Imitin paper with past board 30# with dry and emboss logo and company name front and back cover logo and name Bagong Pilipinas		
		Hardbound Color Green, Round Edge		
		Offset Printing		
		back cover pocket		
		<b>2. Inside</b>		
		Size: A5; Full color back to back; 150 leaves		
		Planner Paper #80 gsm		
		Smythe Sewing, Hardbound; Round Edge; Offset Printing		
		With Ribbon as bookmark, green		
		<b>3. Box</b>		
		White bottom and top transparent plastic		
		Paper: fold cote #15		
		File Supplied; Die cutting & scoring		
		<b>Other requirements:</b>		
		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 PhilGEPS Registration Number		
		4 Income/Business Tax Return		
		5 Mayor's Permit		
		6 BIR Certificate of Registration		
		7 Omnibus Sworn Statement (revised)		
		<b>Quotation: Inclusive of Tax</b>		
		<b>Mode of Payment: Send Bill after acceptance of goods/items</b>		
		For any queries, you may Contact Nos. 8571-6833/571-4615		
		Email Add: ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/glenn@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.	
CP No.	









