



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 18, 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
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BAC, Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		Printing of ECCD Legacy Book		
50	copies	Hardbound		
100	copies	Softbound		
		Cover:		
		No. of Pages: 170 pp including cover		
		Size: A4 Landscape		
		Color: Full Color		
		Cover Imitlin Navy Blue + PB30		
		Jacket - CS2 120 lbs.		
		Inside - Silver Platinum, 125 gsm (40 pp)		
		Inside - Matte 100 lbs.		
		Finishing: Gold Stamping on cover, Matte Lam +		
		3D Spot on Jacket; Stamping on 1" Page		
		Binding: Hardbound		
		Others: w/ digital proofing		
		Process: DIGITAL PRINTING		
		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 PhilGEPS Registration Number		
		4 Income/Business Tax Return		
		5 Mayor's Permit		
		6 BIR Certificate of Registration		
		7 Omnibus Sworn Statement (revised)		
		Terms of Payment: Send Bill		
		Quotation - inclusive of VAT		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		
		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 & Designation	
Company Name	
Address	
Telephone Nos.	
CP No.	