

Republic of the Philippines
EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City
 Tel. No. 8571-6590; Fax No. 8571-4612 Local 829

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 May 29, 2025

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

Very Truly yours,


NEC/TAS D. LARGO
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1	Lot	Reproduction of Modules for the ECCD Program and Policy Unit		
		1. Weekly Plan and Parent Journal (ITED) - 1450 copies		
		No. of Pages: 84 including cover & table of contents		
		Black and White except Cover		
		Back to back except Cover		
		Paper Size: 11.5" x 13", 80gsm		
		Cover: colored print, Paper Board		
		Spiral Plastic Coil Bind		
		Front cover with acetate (clear) and Back cover with morocco (purple)		
		2. Guidebook for Program Supervision & Facilitators (HB) - 130 copies		
		No. of Pages: 66 including cover & table of content		
		Appendices: 21 pages		
		Paper Size: A4, 80gsm		
		Front cover with acetate (clear) and Back cover with morocco (blue)		
		Spiral Plastic Coil Bind		
		Black and White except page 10 colored print		
		Back to back except Cover, Table of Content and Appendices		
		3. Guidebook for Parents (HB) - 450 copies		
		No. of Pages: 41 including cover & table of contents		
		Appendices: 21 pages		
		Black and White except page 10 colored print		
		Back to back except Cover, Table of Content and Appendices		
		Paper Size: A4, 80gsm		
		Spiral Plastic Coil Bind		
		Front cover with acetate (clear) and Back cover with morocco (green)		
		4. Guidelines on the Registration and Granting of Permit and Recognition Module (LMIEP) - 110 copies		
		Paper Size: A4		
		Stocks: Inside - C2S 80 lbs ; Cover - C2S 80 lbs		
		Process: Offset Printing Process		
		Color: Cover - one color ; Inside - one color all pages		
		Finish: Two sides printing		
		No. of Pages: 130 pages excluding cover		
		Cover with Acetate (clear) and Morocco paper (green) at the back		
		Binding: Coil Binding at the side		

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		5. Learning Resource Package (LRP) - 590 sets		
		LRP 1 -- 28 pages including cover (Landscape)		
		LRP 2 -- 40 pages including cover (Landscape)		
		LRP 3 -- 138 pages including cover (Landscape)		
		LRP 4 -- 8 pages including cover (Landscape)		
		LRP 5 -- 272 pages including cover (Landscape)		
		LRP 6 -- 288 pages including cover (Landscape)		
		LRP 7 -- 126 pages including cover (Landscape)		
		LRP 8 -- 210 pages including cover (Portrait)		
		Paper Size: A4, coated paper, 80gsm		
		Front cover and Back cover - Paper Board (white)		
		Spiral Plastic Coil Bind		
		Black and White print except Front and Back Cover		
		Back to back		
		Note: We can provide samples (hard copies) as your reference.		
		- Please provide the final copy prior to production		
		Delivery Period: 30 calendar days from ECCDC approval of the printed final copy		
		Other Requirements:		
		PhilGEPS Registration Number		
		Current Mayor's Permit/Business permit		
		BIR Certificate of Registration		
		Business/Income Tax Return (latest)		
		Omnibus Sworn Statement		
		Quotations are inclusive of VAT		
		Terms of Payment: Send Bill		
		50% of the payment is due upon delivery of the 1365 copies of the above 5 items. The remaining 50% is due upon completion and acceptance.		
		For any queries, you may Contact Nos. 8571-6590		
		Email Add: cora@eccdcouncil.gov.ph / ndl@eccdcouncil.gov.ph / rebecca.dado@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	
Office/Company Name	
Address	
Telephone Nos.	
Fax Nos.	