



Republic of the Philippines
Office of the President
Philippine Sports Commission

BIDS AND AWARDS COMMITTEE

OPEN CANVASS / REQUEST FOR QUOTATION FOR:

**SUPPLY, DELIVERY AND PRINTING OF CALLING CARDS AND MEMO PADS FOR
PSC EXECUTIVE DIRECTOR**

Company Name: _____
Address: _____
Contact Number: _____
Email Address: _____
Purchase Request No. ADMIN-2017-10-09-005
Date: October 09, 2017
Mode: 53.9 Small Value Procurement

Please quote your lowest government price for the following items specified below:

Item No.	Total ABC	Qty.	Unit	PSC SPECIFICATIONS	Unit Price	Total Price
1	11,550.00	15	boxes	<p>CALLING CARDS AND MEMO PADS</p> <p>Calling Card-Matt SPECS: -Size: 3.5 x 2 inches -stamping embossing -Offset Printing/Full Color Print (as per design) -100 pcs/box -PSC and OP Logo-Gold Embossed -Name and Designation Embossed -Material: Paper-Board Paper (Linen)</p> <p>FOR: - ATTY. SANNAH B. FRIVALDO-Executive Director</p> <p>Bidder's offer (tech. specs/brand): _____ _____</p>		
2	75,625.00	250	pads	<p>PSC Memo Pad with Official Name (as per design) -Size:1/2 (8.50"x 5.50") white paper, Book #50 -With PSC and OP Logo, Color: 4/0 (4 colors), one side printing -100 sheets/pad</p> <p>Bidder's offer (tech. specs/brand): _____ _____</p>		
3	68,750.00	250	pads	<p>PSC Memo Pad with Official Name (as per design) -Size: 1/4 (4.25"x 5.50") white paper, Book #50 -With PSC and OP Logo, Color: 40 (4 colors), one side printing -100 sheets/pad</p> <p>Bidder's offer (tech. specs/brand): _____ _____</p>		

P.R No. ADMIN-2017-10-09-005
 RFQ FOR: **SUPPLY, DELIVERY AND PRINTING OF CALLING CARDS
 AND MEMO PADS FOR PSC EXECUTIVE DIRECTOR**

x-----x

4	7,500.00	3	reams	Letterhead with Official Name (as per design) -Size: A4 size, white paper, Book #50 -With PSC and OP Logo, Color: 4/0 (4 colors), one side printing -500sheets/ream Bidder's offer (tech. specs/brand):		
5	11,250.00	3	reams	Letterhead with Official Name (as per design) -Size: 8.5"x 13", white paper, Book #50 -with PSC and OP Logo, Color: 4/0 (4 colors), one side printing -500 sheets/ream FONT STYLE FROM THE DESK OF- Font Style: COLONNA MT ATTY. SANNAH B. FRIVALDO- Font Style: ALEX BRUSH EXECUTIVE DIRECTOR-Font Style: COLONNA MT		

Grand Total : _____

TOTAL ABC: ₱ 174, 675.00

Deadline of submission: **December 07, 2017 @ 9:00 A.M**

(Late bids/quotation shall not be accepted)

Place of submission at the BAC Secretariat, c/o Office of the BAC Chairman, 4/F Administration Building, RMSC P. Ocampo St., Malate, Manila

INSTRUCTIONS/NOTES TO BIDDERS:

1. Please indicate the following in your bid: a) Company name, Address, Tel./Fax Nos & Email Address.; b) Bidder's offer (technical specifications/brand) per item; c) unit & total price; d) Name of bidder's authorized representative; and e) Signature & date.
2. Bids/quotations may be submitted directly to the above-mentioned office on or before the deadline of submission of quotation.
3. Submit a copies the following documents to the BAC Secretariat together with your quotation: a) **Mayor's/Business Permit Statement.** b) **Valid and Current PhilGEPS Registration Certificate ;** c) **Recent Income/Business Tax Return** and d) **Omnibus Sworn Statement.**
4. Delivery date: **December 26, 2017**
5. The total price quoted above is subject to withholding tax and payable by check.


 Atty. SANNAH B. FRIVALDO
 BAC Chairman

 Name of Bidder's Authorized Representative