



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Tanggulang Pambansa
Department of National Defense

Request for Quotation

26 September 2019

Greetings:


For a negotiated procurement under Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, please quote your lowest price on the **lot** listed below, subject to the General and Special Conditions, as required.

You should be able to submit a sealed quotation, duly signed by your authorized representative to the Negotiation Team at the DND Proper BAC Conference Room, Beside DND Multi-Purpose Center, DND, Camp General Emilio Aguinaldo, Quezon City, not later than **10:00 AM on 30 September 2019 (Monday)**.

Nomenclature	QTY	ABC
Procurement of Invitation Cards for the 80th DND Founding Anniversary <i>* See attached suppliers quotation for details</i>	1 lot	Php100,000.00
a. Formal Invitation		
b. Save the Date Card		
TOTAL		Php100,000.00

General and Special Conditions:

- All entries must be legibly written.
- Supply and Delivery of Formal Invitation and the Save the Date Card shall be made within seven (7) calendar days upon receipt of the Notice to Proceed and Purchase Order.
- Price validity shall be for a period of not less than thirty (30) calendar days from the date of quotation.
- Proponent must submit, together with its Quotation, the following:
 - Certified true copy** (by the proponent) of Mayor's/ Business Permit (all pages);
 - Certified true copy** (by the proponent) of the proof of PhilGEPS Registration Number (all pages);
 - Certified true copy** (by the proponent) of the latest Income/ Business Tax Returns (all pages); and
 - Original copy** of a **duly accomplished and notarized** Omnibus Sworn Statement (with Secretary's Certificate or Special Power of Attorney) in the form prescribed under the 2016 Revised IRR of RA 9184.
- The proponent or its **authorized representative should be present during the negotiation/ opening of quotations**; otherwise, the submitted quotation will not be opened and will be considered ineligible to participate in the process.


ASEC. JOSUE S. GAVERZA, JR.
Chairperson, DND Proper BAC

SUPPLIER'S QUOTATION

NOMENCLATURE	QTY	Unit Price (In Peso)	Total Price (In Peso)
Procurement of Invitation Cards for the 80th DND Founding Anniversary			
a. Formal Invitation FEATURES AND SPECIFICATIONS: Two-Fold invitation <ul style="list-style-type: none"> ➤ Card Type – Textured or Linen Finish Paper ➤ Card Color – Azure Blue ➤ Main Invitation Card Color Ecru or Cream ➤ Size: Unfolded – at least 8.5" x 13" Folded – at least 8.5" x 6.5" Main Invitation card – at least 8" x 6" ➤ Paper Weight: between 220gsm to 280gsm ➤ Envelope: Standard ➤ Envelope size – at least 8.75" x 6.75" ➤ Envelope Color – Azure Blue ➤ With Sleeve for inserts ➤ With Gold Ribbon or Philippine Indigenous Fabric Ribbon ➤ Printing Method: Foil Stamping for Logo Flat Full color print for the design and Tex or Black Flat design ➤ Inclusions – 1 Main invitation, 1 Program, 1 Map Card, 1 envelope ➤ Logo and layout/ Design to be provided by Protocol Office 	500 pcs		
b. Save the Date Card FEATURES AND SPECIFICATIONS: <ul style="list-style-type: none"> ➤ Card Type – Textured or Linen Paper ➤ Size – at least 5" x 4" Color – Azure Blue ➤ Paper Weight – between 220gsm to 280gsm ➤ Envelope – Standard Color – Azure Blue ➤ Envelope size – at least 5.25" x 4.25" ➤ Printing Method – Flat full color print for the design and text ➤ Inclusion – 1 Main Invitation, 1 Envelope ➤ Layout/ Design to be provided by Protocol Office 	500 pcs		
TOTAL			

N.B. All prices shall be inclusive of supplier's profit, OCM and Value Added Tax.

COMPLETION DATE : _____ calendar days
PRICE VALIDITY : _____ calendar days

After having carefully read, understood and accepted the General and Special Conditions,
 I/We quote at prices as above-indicated.

Printed Name/Signature

Business Address

Telephone No./Mobile No./E-Mail Address

Date