



Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Regional Center No. XII
Camp Fermin G Lira, Jr., General Santos City
Tel/Fax (083) 553-2994/301-2994

Date: December 12, 2018
PR Ref No: 18-033
Quotation No.: _____

REQUEST FOR QUOTATION (SEALED)
(Negotiated Mode of Procurement Under 53.9)
(Small Value Procurement) under R.A 9184

Company Name : _____
Address : _____
Tel. No./ Fax No. : _____
Business Permit No. : _____
TIN : _____
PhilGEPS Registration No. : _____

Gentlemen:

For Negotiated Mode of Procurement 53.9 (Small Value Procurement) under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **sealed quotation** duly signed by your authorized representative not later than , **December 18, 2018 8:00 am.** to Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City or email at ocd12gensan@yahoo.com.

Name of Projects	:	Provision of services for layout and printing of magazine for OCD Region 12 Annual Magazine.
Location	:	Within General Santos City
Number of copies	:	150 pcs
Brief Description	:	Printing and Layout of OCD 12 Annual Magazine
Terms of Payment	:	<u>Must accept send bill policy</u> 15 working days of processing
ABC (Approved Budget for the Contract)	:	Php 105,000.00
Fund Source	:	OCDRC XII APB CY 2018

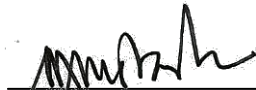
General Conditions:

- 1. All bids higher than ABC shall automatically be disqualified.**
- 2. Proponent must submit, together with its quotation "Annex A & B" (under prescribed form) non-submission shall automatically be disqualified.**
- All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Business Permit, PhilGEPS Certificate of Registration, Electronically Filed Income or Electronically Filed Income or Business Tax Returns.

4. All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.

5. All entries should be accomplished in the technical specifications "Annex A" with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The sealed quotation shall be opened on **18 December 2018** or during the next Regional Canvass Unit Meeting at Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City. For any clarifications, you may contact **Ms. Mary Ann G. Singuit or Ms. Melyn Faith Provideo at telephone nos. (083) 553-2944/301-2994 or email address at ocd12gensan@yahoo.com.**



MINDA C. MORANTE
Regional Director

ANNEX "A"
Technical Specifications
LEASE OF VENUE

Bidders must state either "**Comply**" or "**Not Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Specification	Statement of Compliance
I.	Magazine Paper or Stock 100lb Gloss Text	
II.	Paper and Cover Coating Aqueous Coating	
III.	Standard and Custom Quantity 1. 20 pages including cover page 2. 150 copies on perfect binding 3. Saddle-Stitch binding 4. Binding placement on the left	
IV.	Standard and Custom Printing Size 8.5" x 11" (folded); 17" x 11" (spread)	
V.	Cover Paper Type 100lb Gloss Cover	
VI.	Location and Site Condition: Within General Santos City*	
	Client's Satisfactory Rating – very satisfactory	

I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date:

ANNEX "B"

Price Proposal Submission Sheet

Date: _____

MINDA C. MORANTE

Regional Director
Office of Civil Defense XII
Camp Fermin G. Lira Jr., General Santos City

Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the "*Provision of services for layout and printing of magazine for OCD Region 12 Annual Magazine*;

with the following details:

Item	Quantity	Unit	Cost per Piece	Total Price
<i>Provision of services for layout and printing of magazine for OCD Region 12 Annual Magazine</i> - Location: Within General Santos City	150	Pcs		

TOTAL BID PRICE.....Php _____

(Amount in Words) _____

Note: The above quoted prices are VAT Inclusive

Very truly yours,

Name of Company/Bidder

**Complete Name & Signature
of Authorized Representative**