



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number(requiredpriorito award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Printing of Letter Heads, Letter Envelopes and Memo/Note Pad** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **November 21, 2023 at 10:00am.** A copy of your **Latest Business/Mayor's Permit, Omnibus Sworn Statement (notarized), Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at jbperez@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<ul style="list-style-type: none"> • Printing of Letter Heads - 50 reams A4 size 80gsm (500 sheets/ream) • Printing of Letter envelope to 5000 pcs. (100 pcs/pack) • Printing of memo/note pad to 150 pads 1/2 A4 ½ crosswis, 80gsm (100 sheets/pad) <p>See attached print out sample for additional specifications and for your reference</p>	
DELIVERY REQUIREMENT	
a) Makati City	
b) 1 lot	
c) Thirty (30) working days upon receipt of the Notice to Proceed (NTP)	
Terms of Payment: Check payment, 15 days after delivery	

FINANCIAL OFFER:

Please quote your best offer for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 52,500.00 Tax inclusive			In words _____ _____ In figures: _____

CORRESPONDENCE

Envelope

The SBCorp full corporate logo is placed in the top left corner with appropriate clearspace and margins. The contact and addresses are then laid to the right of the logo. The envelope flap is in the SBCorp Yellow color.

Fonts used for the credentials are Barlow Semi Bold for the subhead and Barlow Medium for the credentials.

Recommended Paper Specifications:
24 cm x 15 cm (240 mm x 115 mm)
Book Paper, 70 lbs,
White



CORRESPONDENCE



Letterheads

The SBCorp full corporate logo is placed in the top left corner with appropriate clearspace and margins while the DTI logo is placed on the opposite side. The letterhead is watermarked with the semi-transparent logo icon, skewed at the bottom right.

The footer contains contact details with a left alignment, following the set margins. Fonts used for the footer is Barlow Medium Italic for the subhead and Barlow Medium for the credentials. Icon colors are in the SBCorp Yellow.

Recommended Paper Specifications:

A4 (210 mm x 297 mm)
Bookpaper, 70lbs.
White



CORRESPONDENCE

Memopad

The memopad follows the letterhead format in an miniature version. The SBCorp full corporate logo is placed in the top left corner with appropriate clearspace and margins, while the DTI logo is placed on the opposite side.

The footer contains contact details with a left alignment following the set margins. Fonts used for the footer is Barlow Medium Italic for the subhead and Barlow Medium for the credentials.

Recommended Paper Specifications:

5.5 in x 8.5 in
Copy Paper, sub 24
Ultra White



PHOTO: J. D. T. K.