

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR22-03-040**

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURCHASE ORDER AND JOB ORDER FORMS**:

Item	Qty	Unit	Estimated Unit Cost	Estimated Total Cost
<b><u>Supply and delivery of Purchase Order and Job Order Forms</u></b>				
Items:				
1. Purchase Order Forms	30	pads	896.00	26,880.00
2. Job Order Forms	30	pads	896.00	26,880.00
Specifications / Format:				
Stock: Carbonless (white, blue, pink, yellow, green)				
Size: 8.5" x 11"				
Color Print: Full Color				
Process: Offset				
Other terms/conditions:				
- BIR Authority to Print: Inclusive, c/o supplier				
- P.O. and J.O. forms for proofing and approval of NDC before printing				
<b>Grand Total:</b>				<b>₱ 53,760.00</b>

**Approved Budget** : ₱ 53,760.00 (VAT Inclusive)

**Submission of Quotation and Eligibility Requirements** : April 6, 2022

**Mode of Procurement** : Small Value Procurement (53.9)

**Eligibility Requirements** :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2020 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 840-4862  
Attention: BAC Secretariat

Reference Number: **MR22-03-040**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government terms
2. Delivery Period – Seven (7) working days upon approval of layout

**(SIGNED)**

**AGM SATURNINO H. MEJIA**

Chairperson, Bids and Awards Committee