



## ***Request for Quotation (RFQ)***

Date: July 19, 2022  
 Quotation No. RFQ2022-07-101 HEDF

REQUISITIONING OFFICE/END USER	CHED-OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>Seven Hundred Thousand Pesos (P700,000.00)</b>
FUNDING SOURCE	GAA FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your <b>SEALED</b> quotation duly signed by your representative not later than <b>July 22, 2022 at 10:00 AM</b> at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p>	

**TERMS AND CONDITIONS:**

1. All Entries must be typewritten or legibly written.
2. Provide or fill in all information required in this form.
3. **For Column D**, please indicate **“Comply”** or **“Not Comply”** for **every numbered item under technical specifications**.
4. Delivery Period within **45 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
5. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
6. Price validity shall be for a period of sixty (60) calendar days.
7. The mode of payment is through send bill arrangement.
8. Prices should be inclusive of VAT and other government taxes.
9. Supplier must have a Bank Account for the payment.
10. **Supplier shall submit together with the RFQ the following:**
  - 6.1 **PhilGEPS Registration No./Organization No.**
  - 6.2 **Mayor’s/Business Permit (Complete Set)**
  - 6.3 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020)**
  - 6.4 **Income/Business Tax Returns (2021) duly acknowledged/machine validated by Bureau of Internal Revenue (BIR)**

A	B	C	D	E	F
Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT
Lot	Procurement of service provider for the printing of Certificate of Appointment including Certificate Holder (velvet folder/jacket with logo) of the New Members of Technical Evaluators				

	Technical Specifications:				
	<p>1. Certificates</p> <p>Paper Size: A4</p> <p>Paper Type: Specialty Paper, Glossy</p> <p>Paper Color: Tint-White/Beige</p> <p>Orientation: Portrait</p> <p>Printing: Full color with Gold Seal (CHED Seal)</p>				
	<p>2. Velvet Folder/Jacket</p> <p>Royal Blue Velvet Diploma/Certificate Cover</p> <p>100PT Chipboard, 210 gsm Card Stock, 1/8" Foam Padding, One Acetate Pellicle, Four Satin Corners</p> <p>Lining Material: White Card or can be moire or velvet</p> <p>Ribbon Corners</p> <p>Size: A4 (800 pcs)</p> <p>Size: Legal Size (200 pcs)</p> <p>With Ched and OPSD logo (Single Color, Stamped)</p>				
	3. Qty: 1000 pcs				
	4. No advance deposit required				
	5. Delivery date: 45 days upon issuance of PO				
	6. Presentation of sample during post qualification				
	7. Billing Statement are to be settled forty five (45) days upon receipt of the Statement of Account				

	8. Price inclusive of VAT and other government charges				
	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				

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After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

\_\_\_\_\_  
Signature over Printed Name / Date

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

**PhilGEPS INFORMATION:**

PhilGEPS Solicitation No. **RFQ2022-07-101 HEDF**

Reference No.

Published Date: **July 19, 2022**

Closing Date: **July 22, 2022 –10:00 AM**