

SF-GOOD-60

**REQUEST FOR QUOTATION  
 (53.9 "Small Value Procurement")**

**Freedom Commercial Printers**  
**AJA Printing Press**  
**Copier Solutions Specialists**

Date: April 11, 2022  
 Quotation No.: 0221  
 Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before April 19, 2022 at 10:00 a.m.**

**ERWIN E. BERNARDO**  
*BAC-Chairperson*

**Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.**

1. DELIVERY PERIOD **NINETY (90) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/ PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT, LATEST ITR AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
1.	Job Order: Labor and Materials Reproduction of Books on Chavacano Short Stories (Cuento Vol. 7)  Size: 8.5" x 11" Materials Cover Fold Cote #12 Inside pages News Print Maximum of 300-350 pages Including cover F&B Cover Colored Inside: Black & White Perfect bind (Hot Melt) Back to Back Printing		2,000	copies		

**Purpose:** for official use in the **Office of the City Mayor**, this city

*Brand and Model* \_\_\_\_\_  
*Delivery Period* : \_\_\_\_\_  
*Warranty* : \_\_\_\_\_  
*Price Validity* : \_\_\_\_\_

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

\_\_\_\_\_  
*Printed Name / Signature*

\_\_\_\_\_  
*Tel. No. / Cellphone No.  
 e-mail address*

\_\_\_\_\_  
*Date*