



**REQUEST FOR QUOTATION**

**PROCUREMENT OF CIC DESK CALENDARS**

**NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-114**

10 August 2018

The Credit Information Corporation invites all eligible suppliers/consultants to quote the best offer for the hereunder described item/s subject to the Terms and Conditions and within the Approved Budget of the Contract.

QTY	UOM	Description	Unit Price	Total Approved Budget of the Contract
1000	piece	<b>Desk Calendar</b> <i>Pages: 14 leaves – 28 pages</i> <i>Material:</i> <i>Stande: Pasteboard #30 laminated</i> <i>Size: 10in(w) x 8in(h)</i> <i>Leaves: C2s 22lbs.</i> <i>Size: 8in(w) x 7in (h)</i> <i>Photos: Full color offset printing; Lay-out and photos to be provided</i> <i>Binding: Double loop wire</i> <i>Front Page: CIC Logo</i> <i>Last Page CIC Logo with address (back)</i>	PhP 170.00	PhP 170,000.00
Delivery Period		<b>THIRTY (30) Calendar Days from Receipt of Contract / Purchase Order</b>		
Delivery Site		<b>6F Exchange Corner Building, V.A. Rufino St. cor. Esteban St., Legaspi Village, Makati City</b>		

Required Documents/Information to be submitted as Attachment to the Proposal:

- PhilGEPS Registration Certificate/Number
- Mayor's/Business Permit
- BIR Certificate of Registration

Kindly submit/send your quotation to the below indicated office address or email addresses, duly signed by you or your authorized representative, not later than **August 17, 2018/ 2:00 PM.**

Administrative Office  
Credit Information Corporation (CIC)  
6<sup>th</sup> Floor, Exchange Corner Building. 107 V.A. Rufino Street  
Corner Esteban Street, Legaspi Village, Makati City 1229

[christian.mojica@creditinfo.gov.ph](mailto:christian.mojica@creditinfo.gov.ph) and [monica.sadia@creditinfo.gov.ph](mailto:monica.sadia@creditinfo.gov.ph)

Thank you.

Very truly yours,

SGD.  
**TONI ROSE E. UNCIANO**  
Administrative Services Officer V



**PRICE PROPOSAL FORM**

**PROCUREMENT OF CIC DESK CALENDARS**

NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-114

QTY	Item Description	Statement of Compliance "Comply" of "Not Comply"
1000 pieces	<b>Desk Calendar</b>	
	<i>Pages: 14 leaves – 28 pages</i>	
	<i>Material:</i>	
	<i>Stande: Pasteboard #30 laminated Size: 10in(w) x 8in(h)</i>	
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	<i>Front Page: CIC Logo</i>	
	<i>Last Page CIC Logo with address (back)</i>	
<b>Contract Duration:</b>	THIRTY (30) DAYS	
<b>Proposal Amount</b>	<b>Amount in Words:</b> _____	
	<b>Amount in Figures:</b> PHP _____	

**TERMS AND CONDITIONS:**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. The CIC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this project

**UNDERTAKING:**

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[Signature over Printed Name of  
Authorized Representative]

\_\_\_\_\_  
[designation / position]

\_\_\_\_\_  
[Email Address]

\_\_\_\_\_  
[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
[Company Name]