



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9044518
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 22-03-0378 / PROCUREMENT OF ONE (1) LOT SUPPLY AND DELIVERY OF VARIOUS SPECIALTY PAPER
Area of Delivery Metro Manila

Solicitation Number: 22-03-0378	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods		
Category: Paper Materials and Products	Bid Supplements	0
Approved Budget for the Contract: PHP 156,440.00		
Delivery Period: 14 Day/s	Document Request List	0
Client Agency:		
Contact Person: Rheajane Chu Saavedra Presidential Staff Officer II Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel Malacañang, Manila Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 pmas@op-proper.gov.ph	Date Published	23/09/2022
	Last Updated / Time	22/09/2022 11:08 AM
	Closing Date / Time	26/09/2022 17:00 PM

Description

TITLE OF THE PROJECT: Procurement of One (1) Lot Supply and Delivery of Various Specialty Paper under PR No. 22-03-0378

A) REQUEST FOR QUOTATION

1 lot Supply and Delivery of various specialty paper of the Office of Presidential Protocol:

I. A4- Letterhead with full color print Logo

Size: A4

Material: Specialty paper Ivory color, smooth paper 120gsm

Print: Full color Republic Seal (2.2cm size)

Text: Header: Republika ng Pilipinas

(Font style: Old English Text; Font size: 24)

Quantity: 5,000 sheets

II. A4 -Letterhead with Gold Stamp Round Logo Stationary

Size: A4

Material: Specialty paper Ivory color, smooth paper 120gsm

Print: Gold stamp Presidential Seal (2.2cm size diameter)

Text: Header 1st line: MALACAÑAN PALACE

(Font style: Times New Roman; Font size: 11)

2nd line: MANILA

(Font style: Times New Roman; Font size: 9)

Footer: THE PRESIDENT OF THE PHILIPPINES

(Font style: Times New Roman; Font size: 11)

Quantity: 5,000 sheets

III. 2nd page for A4 -Letterhead with Gold Stamp Round Logo Stationary

Size: A4

Material: Specialty paper Ivory color, smooth paper 120gsm

Text: Footer: THE PRESIDENT OF THE PHILIPPINES

(Font style: Times New Roman; Font size: 11)

Quantity: 3,000 sheets

IV. A4 – Letterhead (Blind Embossed Republic Seal)

Size: A4

Material: Specialty paper Ivory color, smooth paper 120gsm

Print: Blind embossed Republic Seal (2cm size) (placed above the text)

Text: Header: 1st line: Office of the President

(Font style: Old English Text; Font size: 18)

2nd line: of the Philippines

(Font style: Old English Text; Font size: 16)

Footer 1st line: OFFICE OF PRESIDENTIAL PROTOCOL

(Font style: Times New Roman; Font size: 10)

2nd line: MALACAÑAN PALACE, J.P. LAUREL STREET, SAN MIGUEL, MANILA

(Font style: Times New Roman; Font size: 9)

3rd line: NUMBERS: 8249-8310 (MALACAÑANG TRUNKLINE) LOC. 8241

(Font style: Times New Roman; Font size: 9)

Quantity: 5,000 sheets

V. 2nd page for A4 – Letterhead (Blind Embossed Republic Seal)

Size: A4

Material: Specialty paper Ivory color, smooth paper 120gsm

Print: Black text

Text: Footer 1st line: OFFICE OF PRESIDENTIAL PROTOCOL

(Font style: Times New Roman; Font size: 10)

2nd line: MALACAÑAN PALACE, J.P. LAUREL STREET, SAN MIGUEL, MANILA

(Font style: Times New Roman; Font size: 9)

3rd line: NUMBERS: 8249-8310 (MALACAÑANG TRUNKLINE) LOC. 8241

(Font style: Times New Roman; Font size: 9)

Quantity: 5,000 sheets

-Prospective suppliers must submit their prototype for the approval of the end-user.

-Winning supplier should surrender the mould of the President's Seal to the end-user (Office of the Presidential Protocol) after the delivery of the items.

Delivery Period: 14 working days upon approval of prototype

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

The Procurement Management Service

Office of the President of the President

M-124 Mabini Hall, J.P. Laurel Street,

Malacañang Compound,

San Miguel, Manila

Tel. No. (02) 8249-8310 local 8238

Email Address:

pmas@op-proper.gov.ph

pmas@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (Attach compliance to the conditions of the permit)
3. Income/Business Tax

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.
- Please use the RFQ template provided by the Office of the President (OP). In case you submit your own template and there is conflict between the two (2), the OP RFQ-template shall prevail.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment: Government Terms
2. Price Validity:
3. Warranty:
4. Place of Delivery: AMO - Supply & Property Management Division, New AMO Building, San Rafael Street, Malacañang, San Miguel, Manila
5. Delivery Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

Created by Rheajane Chu Saavedra

Date Created 22/09/2022

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