



Standard Form Number: SF-GOOD-60  
Revised on: May 24, 2004  
Standard Form Title: **Request for Quotation**

Date: \_\_\_\_\_  
Quotation No. \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN No: \_\_\_\_\_  
PhilGEPS Certificate No. \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **October 30, 2020**

MARIAN BADAR  
Procurement Officer II  
Tel/fax. No. 817-3168/7506337/84 loc. 433  
procurementunitshfc@gmail.com

**General Conditions:**

1. All entries must be typewritten/accurate/readable.
  2. Delivery period must be within **seven (7)** calendar days only.
  3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
  4. Price validity must be within **thirty (30)** calendar days.
  5. Bidders must submit Certificate of G-EPS registration.
  6. Bidders shall submit original brochures showing specifications of product being offered.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)**

Item No.	Item and Description	Qty	Approved Budget (in Php)	TOTAL BID PRICE
<b>1</b>	<b>Printing Services – 2021 DESK CALENDAR</b>	1,500.00	166.66	
	<i>Specs:</i>		(249,990.00)	
	Process: Offset printing			
	No. of pages: 16 pages (8 leaves back-to-back)			
	Size: 55inches (W) x 8.5inches (H)			
	Stock (Leaves): C2S 180			
	Binding: Double loop wire 5.5 inches long			
	Color: Full color			
	Stand: Dark Green Imitlin Cloth – Width: 5.8 inches x Height: 8.8 inches			
	Packaging Sleeve (Wraparound): 3 inches (H) x 18.2 inches (W) with SHFC Logo			
	Stock Paper: Kraft			
	Delivery: Within 15 working days from receipt of final approved proof; Rejected prints should be replaced within 5 working days, non-replacement will mean deduction of rejected prints' cost from total project cost.			
<b>2</b>	<b>Printing Services – 2021 WALL CALENDAR</b>	25,000.00	14.00	
	<i>Specs:</i>		(350,000.00)	
	Process: Offset Printing			
	Size: 24 inches (W) x 34 inches (H)			
	Stock (paper): Bookpaper #40 - #80 (White smooth)			
	No. of pages: 13 pages			
	Thin-metal film binding			
	All pages printed in full color			

Packaging sleeve:			
5 inches (W) x 2 inches (H)			
Black and white print of SHFC logo on front			
Stock (paper): Kraft			
Delivery: Delivery: Within 15 working days from receipt of final approved proof; Rejected prints should be replaced within 5 working days, non-replacement will mean deduction of rejected prints' cost from total project cost. Calendar should be individually rolled in 20s per pack			
		<b>₱ 599,990.00</b>	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

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