



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			
		P 599,990.00	



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