



Republic of the Philippines  
Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound  
Camp General Emilio Aguinaldo, Quezon City

## REQUEST FOR QUOTATION

The Philippine Veterans Affairs Office (PVAO), through its Bids and Awards Committee will undertake a Small Value Procurement for the **"Printing of PVAO Continuous Forms"** in accordance with Section 53.9 of the 2016 Revised IRR of RA 9184. The details of the project are as follows:

Project Title	:	Printing of PVAO Continuous Forms
ABC	:	One Hundred Eighty-Nine Thousand Pesos (P 189,000.00)
Specifications	:	See the attached Price Quotation Form ( <i>Annex "A"</i> )
Delivery Period	:	Within thirty (30) calendar days upon receipt of the Notice to Proceed
Location	:	PVAO Compound, Camp Gen. Emilio Aguinaldo, Quezon City

Submission of sealed **Price Quotation** (*using the prescribed form, Annex "A"*) is on or before **5:00 P.M.** of **15 June 2021** at the PVAO-Bids and Awards Committee Secretariat, 2<sup>nd</sup> Floor Building No. 4 (Procurement Office), Philippine Veterans Affairs Office, Veterans Compound, Camp General Emilio Aguinaldo, Quezon City. Open submission may be done, manually and electronically thru [procurement.service@pvao.gov.ph](mailto:procurement.service@pvao.gov.ph) and/or thru facsimile no. 8912-4649.

### General Conditions:

1. All entries must be legibly written.
2. The price shall be valid for a period not less than sixty (60) calendar days from date of quotation.
3. Only technically, legally and financially capable supplier/contractor may be allowed to join. Bidders shall submit within five (5) calendar days from receipt of the notice from the BAC that it has the lowest calculated quotation, the following documentary requirements.
  - a) Current Mayor's/Business Permit;
  - b) PhilGEPS Registration Number; and
  - c) A duly accomplished Omnibus Sworn Statement in the form prescribed by the 2016 RIRR of RA 9184 with Secretary's Certificate or Special Power of Attorney as applicable.
4. Bidders are also required within the said five (5) calendar days to submit production samples of the PVAO Continuous Forms in conformity with the technical specifications indicated in the Price Quotation Form.
5. The PVAO reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by PVAO and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities.

For inquiry, you may contact us at tel. no. 8912-4649.

BY THE AUTHORITY OF THE  
PVAO BIDS AND AWARDS COMMITTEE:

  
ENGR. DIOMEDES C. PALOR  
Head, BAC Secretariat

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Bids and Awards Committee  
 Philippine Veterans Affairs Office  
 PVAO Compound, Camp General Emilio Aguinaldo,  
 Quezon City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the **Printing of PVAO Continuous Forms**, as follows:

Item No.	Item Description/Specifications	Qty.	Unit	Unit Price	Amount
	<b>General Specifications:</b> <ul style="list-style-type: none"> <li>▪ Using NCR white paper</li> <li>▪ 2 color print with perforation on both sides</li> <li>▪ With PVAO letterhead and logo</li> <li>▪ With PVAO logo watermark</li> <li>▪ Carbonless paper</li> <li>▪ <b>500 sets/box</b></li> <li>▪ Export carton</li> <li>▪ Properly labelled</li> </ul>				
1	Continuous Form, 11" H x 6" W, 3ply	6	Box		
2	Continuous Form, 11" H x 14 1/4" W, 3ply	6	Box		
3	Continuous Form, 11" H x 9 1/2" W, 4ply	6	Box		
4	Continuous Form, 11" H x 14 1/4" W, 6ply	30	Box		
<b>Total Amount</b>					

**Note:** See attached samples.

**Production Sample:** The supplier shall submit within five (5) calendar days upon receipt of the Notice of Having the Lowest Calculated Quotation the production samples of the PVAO Continuous Forms in compliance with the technical specifications. Failure to submit the production samples within the prescribed period or non-compliance of the production samples with the technical specifications shall be ground for disqualification for award.

(Amount in Words) \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME  
 (Duly Authorized to sign the Bid)

\_\_\_\_\_  
 BUSINESS ADDRESS

\_\_\_\_\_  
 NAME OF COMPANY

\_\_\_\_\_  
 TELEPHONE/FAX NO/EMAIL ADDRESS