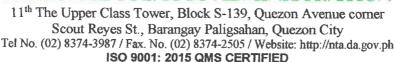


## Republic of the Philippines DEPARTMENT OF AGRICULTURE

NATIONAL TOBACCO ADMINISTRATION





## REQUEST FOR QUOTATION

PROJECT: PRINTING, BINDING, AND DELIVERY OF 4,000 PIECES OF THE NTA 2025 TECHNO CALENDAR FOR THE NTA CENTRAL OFFICE AND BRANCH OFFICES

Purchase Request No.: 2407 - 332

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its Corporate Operating Budget for CY 2024, intends to apply the sum of \$\mathbb{P}\$ 320,000.00, being the Agency Estimate, to payments under the contract for the "Printing, Binding, and Delivery of 4,000 Pieces of the NTA 2025 Techno Calendar for the NTA Central Office and Branch Offices". Quotations received in excess of the Agency Estimate shall be automatically rejected.

- 1. The NTA now invites quotations for the "Printing, Binding, and Delivery of 4,000 Pieces of the NTA 2025 Techno Calendar for the NTA Central Office and Branch Offices". Delivery of Goods/Services is required for a period of thirty (30) calendar days, after the issuance of the Purchase Order.
- 2. A complete set of Specifications and Quotation Form may be acquired by interested parties from MR. GERALD C. GUZMAN, from the address below.
- 3. A copy of your Business/Mayor's Permit1 and PhilGEPS Registration Number is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
- 4. The Omnibus Sworn Statement<sup>2</sup> (for ABC's above Php 50k) (GPPB-prescribed forms), Income/ Business Tax Return3 (for ABC's above Php 500k) will also be required to be submitted.
- 5. Quotations must be delivered to the address below on or before September 26, 2024, at 5
- 6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO

National Tobacco Administration 11<sup>TH</sup> Floor, The Upper Class Tower, Quezon Avenue corner Scout Reves St., Quezon City Tel No. 372 3188; Website Address: nta.da.gov.ph

Chairperson, NTA-BAC

1 in case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.							
Population of the Philippines			Quotation Form	No.			
Republic of the Philippines Department of Agriculture				Date:			
NATIONAL TOBACCO ADMINISTRATION							
Scout Reyes St. cor Panay Ave., QC							
			QUOTED BY:				
Name of Company			Signature over Printed Name				
			Contact No.			Position/Designation	
Please quote us your net government price, taxes includ			Date:				
		ar government price, taxes melda	ed, on eden of the following.				
Qty.	Unit	ITEM DESCRIPT	FION/SPECIFICATION	Selling Price per Unit	TOTAL ABC (PRP)	Complied	
4,000						(Y or N)	BID PRICE
4,000	сору	CY 2025 Techno Calendar			320,000.00		
		Specifications:					
1. Size: 21.5" x 15" 2. 14 Sheet (one side printing, sheets 1 - 3. Materials: C2S #100 4. Color: Full Colors							
			48. 6.46				
			13, both sides printing, sheet 14)				
Process: Offset     Binding: Metal Slide							
notnii			ng follows***				
			1				
			1				
			1		1		
Period of Delivery: Thirty (30) calendar days, upon receipt of the Purchase Order							

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,

ZENJA JAROJO Chairperson, NTA-Bids and Awards Committee (NTA-BAC)