

## REQUEST FOR QUOTATION

RFQ21-210

RIV / SR No. : S21-338  
 Date:08/09/2021

**GENTLEMEN:**

**THIS IS A REQUEST FOR QUOTATION ON GOODS/SERVICES ENUMERATED HEREUNDER, IF YOUR ARE INTERESTED AND IN A POSITION TO FURNISH THE SAME , PLEASE SUBMIT SEALED PROPOSALS ON OR BEFORE AUGUST 31, 2021, 4:00 P.M. THE RIV / SR NO., AS INDICATED ABOVE, SHOULD BE WRITTEN CLEARLY ON THE RIGHT FACE OF THE ENVELOPE AND ADDRESSED TO THE BIDS AND AWARDS COMMITTEE, LAGUNA LAKE DEVELOPMENT AUTHORITY, NATIONAL ECOLOGY CENTER, EAST AVENUE, DILIMAN, QUEZON CITY**

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
			Labor and materials for the production and printing of the LLDA's official newsletter for the last quarter of 2021 with the following scope of services in accordance with the Terms of Reference:	
			1. Provision of labor, materials and printing equipment for the production & printing of newsletter.	
			2. Provision of editorial team consisting of at least an Editor-in-Chief, Creative designer/Graphic Artist, Managing Editor & Editorial Assistant.	
			3. Printing of 1,500 copies of the final Newsletter.	
			You may submit your quotation electronically through lldaproc@gmail.com	
			However, original copy of the quotation and OSS must be submitted once awarded.	
			The following documents must be included in the submission of price quotation:	
			1. Mayor's/Business Permit	
			2. PhilGEPS Registration	
			3. Omnibus Sworn Statement (OSS)	
			<b>Delivery:</b>	
			a). Production of the newsletter based on submitted and accepted output.	
			b) Printing of the newsletter: 30 days after submission of final report.	
			<b>Terms of Payment:</b> Based on the timeline as provided in the TOR	

**PRICES IN THE ABOVE OFFER ARE CERTIFIED CORRECT:**

SIGNATURE ABOVE  
 PRINTED NAME OF THE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 NAME OF FIRM

\_\_\_\_\_  
 TELEPHONE NUMBER(S)

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TAX IDENTIFICATION NUMBER (TIN)

### IMPORTANT

1. Prices should be written in ink or typewritten. When offering substitutes or equivalent, please specify the brand.
2. Submit your quotations in a sealed envelope. The RIV / SR no, as indicated above, should be clearly indicated in the uppermost right face of the envelope and addressed to the address given above.
3. Erasures should be initialed by the person who made the proposal.
4. Quoted prices should be VAT inclusive unless otherwise indicated.