

## REQUEST FOR QUOTATION

RFQ21- 246

RIV / SR No. : S21-382  
 Date: 10/20/2021

**GENTLEMEN:**

**THIS IS A REQUEST FOR QUOTATION ON GOODS/SERVICES ENUMERATED HEREUNDER, IF YOU ARE INTERESTED AND IN A POSITION TO FURNISH THE SAME, PLEASE SUBMIT SEALED PROPOSALS ON OR BEFORE NOVEMBER 17, 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
	200	pcs	<b>2020 LLDA Annual Report</b>	
			<b>Specifications:</b>	
			- Size: 8.5" x 11" (folded) / 17" x 11" (spread)	
			- Cover: CS2 140 lb with plastic lamination	
			- Inside: CS2 100 lb	
			- Matte finish full color 4/4 (all pages except)	
			- Perfect bound	
			- Offset printing	
			- File/softcopy to be supplied by the end-user	
			- 200 pcs.	
			- 52 pages max (including front and back covers)	
			You may submit your quotation electronically through	
			lldaproc@gmail.com	
			However, original copy of the quotation and OSS	
			must be submitted once awarded	

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

SIGNATURE ABOVE PRINTED NAME  
OF THE CANVASSER

\_\_\_\_\_  
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.

