



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office 2  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

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**REQUEST FOR QUOTATION**

18 March 2019

**PROCUREMENT NAME:**           **Provision of Printing for the Advocacy Campaign and Awareness on Federalism**

**APPROVED BUDGET:**   **₱155,000.00**

**Contractor's Name**   : \_\_\_\_\_  
**Address**               : \_\_\_\_\_

**INSTRUCTIONS**

1. Please quote your best offer for the items listed in the attached Canvass form.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than 23 March 2019 at 10:00 AM** together with the following documentary requirements:
  - a. Mayor's/Business Permit;
  - b. PhilGEPS Registration Number;
  - c. Income/Business Tax Return
  - d. Omnibus Sworn Statement.

For any clarification, you may contact Ms. Arianne Bennevic Batugal, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

(sgd.)  
**DIGNA R. HERRERA**  
BAC Chairperson



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02, RGC, Carig Sur, Tuguegarao City, Cagayan**

**CANVASS FORM**

March 18, 2019

Date

Supplier/Contractor: \_\_\_\_\_

LBP Account No. : \_\_\_\_\_

TIN : \_\_\_\_\_

Please quote your lowest price on the items listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 25, 2019 in the return envelope attached herewith.

(sgd.)  
**DIGNA R. HERRERA**  
BAC Chairperson

**NOTE TO SUPPLIER/CONTRACTOR:**

1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS  
ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
5. INDICATE PHILGEPS REGISTRATION NUMBER: \_\_\_\_\_
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING SPECIFICATIONS OF THE PRODUCTS BEING OFFERED
7. ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE DULY SIGNED/INITIALED BY THE BIDDER/SUPPLIER
8. PLEASE SPECIFY IF VAT OR NON-VAT
9. IF LEASE TO OWN, CONTRACT IS AT LEAST THREE EQUAL MONTHLY INSTALLMENTS

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Brochures (A4 folded into three (3) ,colored (front and back), Glossy	5,000	pc	
2	Comics (book paper, 20 pages, plus glossy book cover A4 folded, Full colored,Glossy front page)	4,000	pc	
3	Primers ( book paper, 54 pages, plus Glossy back cover, A4 Folded, Full-colored, Glossy Front paper)	5,000	pc	
	X-X-X-X-X-X-X-X-X-X-X			

ABC: ₱155,000.00

Purpose: for the Advocacy Campaign and Awareness on Federalism

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

AFTER HAVING CAREFULLY READ AND ACCEPTED YOUR GENERAL CONDITIONS, I/WE QUOTE YOU ON THE ITEM AT PRICES NOTED ABOVE.

Signature of Canvasser

Date

Printed Name/Signature

Tel No./Cellphone No.:

e-mail address :

Date