

Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION

Date : 3/13/2024  
RSQ No. : RSQ-E 24-03-021  
Requisitioner : OIRP-PSA  
Canvasser : RONALD C. GONZALES

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-24-02-082** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of \_\_\_\_\_. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. \_\_\_\_\_ / RSQ NO. \_\_\_\_\_, Assigned Canvasser: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_"

LIKewise, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

*(Signature)*  
ATTY. MARIA VALENTINA S. CRUZ  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

THE CHAIRMAN  
Bids and Awards Committee  
c/o Secretariat, Bids and Awards Committee  
Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City  
Fax No. 552-6601 local 1602 or 552-6803

Sir:

As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

Item No	Quantity	UOM	Item Description	Unit Cost	UNIT PRICE (Inclusive of all Taxes)	TOTAL
<i>PR-24-02-082 - OIRP-PS</i>						
1	1,000	PIECE	<b>PLACE CARDS: SMALL</b> -with Senate Seal in gold stamping and embossed Size: 2" x 5.5" (fold) 4" x 5.5" (spread)  *Please see sample attached	<b>20,000.00</b> <i>20.00/PIECE</i>		
2	1,000	PIECE	<b>PLACE CARDS: MEDIUM</b> -with Senate Seal in gold stamping and embossed Size: 2.5" x 7.5" (fold) 5" x 7.5" (spread)  *Please see sample attached	<b>25,000.00</b> <i>25.00/PIECE</i>		
----- NOTHING FOLLOWS -----						

Remarks: **Included in PPMP of the 2024 Budget of the OIRP Protocol Service**

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY \_\_\_\_\_

TERMS OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT)

\_\_\_\_\_  
(Name of Company)

Address of Supplier \_\_\_\_\_

E-Mail Address \_\_\_\_\_

PhilGEPS Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Tel./Fax No./s \_\_\_\_\_

TIN \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name Authorized Representative)