



Republic of the Philippines  
 Department of Agriculture  
**NATIONAL DAIRY AUTHORITY**  
**Central Office**

BAI Compound, Visayas Avenue, Diliman, Quezon City 1101 Philippines  
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RFQ21-033

## REQUEST FOR QUOTATION

PLEASE QUOTE YOUR GOVERNMENT PRICE FOR THE ARTICLES LISTED HEREUNDER

QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL
2,000	copies	<b>Printing of Quarterly NDA Newsletter</b>	30.00	60,000.00
**500		<b>(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, &amp; 4<sup>th</sup> Quarter Issues for 2021)</b>		
	per			
Quarter/ issue**		<b>Paper Size:</b> 8.5 x 11 inches (folded size)		
		<b>Paper Type:</b> C2S 80lbs.		
		<b>Process:</b> Offset Printing		
		<b>Color:</b> Full Color, All Pages		
		<b>No. of Pages:</b> 14 pages per quarter/issue		
		<b>Binding:</b> Saddle Printing		
		<b>Finish:</b> Two sides Printing		
		<b>Delivery:</b> 7 days after approval of final proof		
		<b>Others:</b> Provision of mock-up/proofing prior to final printing		
		<b>Contact Person:</b>		
		DANICA E. MELEGRITO		
		Executive Assistant III		
		INFO Group		
		No. 8926 0734-36 loc 208		
			<b>TOTAL ABC</b>	<b>60,000.00</b>

Authorized Canvasser:

**NAURU ALJESHER V. SANCHEZ**  
**Admin. Asst. I/BAC Secretariat**  
*(Signature over printed name)*

In connection with the above request, I/we submit our price quotation indicated above.

Name of Firm/Dealer	Signature over Printed Name
Telephone Number / PhilGepsNo.	Address



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- 1) Submission: You may **submit your proposal thru e-mail your quotation** to :  
 Email address: **jingviolet23@yahoo.com /venturanau@gmail.com**; or submit your sealed quotation to the following address on or before the closing time as specified at the PhilGeps Portal:  
 NDA-BAC Secretariat  
 National Dairy Authority  
 BAI Compound, Visayas Avenue, Diliman, Quezon City
- 2) Quotation/Proposal shall be valid for sixty (60) calendar days from the deadline of submission of RFQ.
- 3) Delivery will be made only during working days and hours. Delivery of goods or equipment within seven (7) calendar after approval of final proof.
- 4) Delivery Site: TBA
- 5) NDA reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidders/suppliers. The purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
- 6) Payment: Payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods or equipment delivered.
- 7) The prospective supplier/bidder shall submit the following:
  - a) Proposal Form
  - b) Technical Specifications / Schedule of Requirements
  - c) PhilGeps Registration Number
- 8) The winning supplier/s shall be required to submit the following documents after determination of the lowest calculated quotation/proposal for post evaluation:
  - a) Mayor's / Business Permit
  - b) Income /Business Tax Return (for ABCs above P500K)
  - c) Omnibus Sworn Statement (for ABCs above P50K)

