



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 25 April 2024
RFQ No. : 2024-04-013

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Supply and Delivery of Additional Requirement for Newspaper of Presidential Communications Office CY 2024 (Procurement/Contract No. 2024-PCO-044)** with an Approved Budget for the Contract in the amount of **One Hundred Thirty-Two Thousand Nine Hundred Fifteen Pesos (PHP 132,915.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 02 May 2024 at 8:00 AM**.

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor’s/Business Permit (for recently expired permits, please attach a copy of the Official Receipt as proof of renewal.)
2. Duly Accomplished Omnibus Sworn Statement (template attached hereto as Annex “A”) **to be Notarized by the eligible supplier prior to payment**.

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at bac1@pco.gov.ph

Original signed
JOHN JAFET A. SORIANO
BAC Secretariat

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Additional Requirement for Newspaper of Presidential Communications Office CY 2024 (Procurement/Contract No. 2024-PCO-044)			
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications", and N/A if not applicable.</i>			
Description/Technical Specifications	Set (Including Holidays)	No. of Copies per Annum	Statement of Compliance
Business Insight - Malaya	Monday to Friday	197	
Business Mirror	Monday to Friday	197	
Business World	Monday to Friday	197	
Daily Tribune	Monday to Friday	197	
Manila Bulletin	Monday to Friday	197	
Manila Standard	Monday to Friday	197	
Manila Times	Monday to Friday	197	
Philippine Daily Inquirer	Monday to Friday	197	
	Saturday to Sunday	78	
Philippine Star	Monday to Friday	197	
Abante	Monday to Friday	197	
Abante Tonite	Monday to Friday	197	
Bulgar	Monday to Friday	197	
Pang Masa	Monday to Friday	197	
People's Journal	Monday to Friday	197	

People's Tonight	Monday to Friday	197	
Pilipino Star Ngayon	Monday to Friday	197	
	Saturday to Sunday	78	
Police Files Tonite	Monday to Friday	197	
Remate	Monday to Friday	197	
Tempo	Monday to Friday	197	
Newspapers must be delivered at 6:30 AM to New Executive Building Malacañang Gate 3			
Monthly payment of subscription to newspapers shall be made within ten (10) days from the receipt of the billing statement.			
Payment shall be based on the actual number of newspapers delivered per month, and the computation shall be based on the unit price per item provided in the accomplished price schedule form of this RFQ. Inclusive of all applicable taxes			
Delivery shall commence not later than seven (7) days from receipt of Purchase Order (P.O) and end of December 31, 2024			

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

<i>Supply and Delivery of Additional Requirement for Newspaper of Presidential Communications Office CY 2024</i>			
<i>One Hundred Thirty-Two Thousand Nine Hundred Fifteen Pesos (PHP 132,915.00)</i>			
Item No.	<i>Description/Technical Specifications (Please see above the Technical Specifications)</i>	Unit Price	Total Price per Item (inclusive of taxes)
1.	Business Insight - Malaya		
2.	Business Mirror		
3.	Business World		
4.	Daily Tribune		
5.	Manila Bulletin		
6.	Manila Standard		
7.	Manila Times		
8.	Philippine Daily Inquirer (Weekdays)		
9.	Philippine Daily Inquirer (Weekends)		

10.	Philippine Star		
11.	Abante		
12.	Abante Tonite		
13.	Bulgar		
14.	Pang Masa		
15.	People's Journal		
16.	People's Tonight		
17.	Pilipino Star Ngayon (Weekdays)		
18.	Pilipino Star Ngayon (Weekends)		
19.	Police Files Tonite		
20.	Remate		
21.	Tempo		
Grand Total in words:		Grand Total in figures:	

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	