



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street
Manila 1004



REQUEST FOR QUOTATION

Date: January 27, 2025
RFQ No.: RFQ-2025-007

Company/Business Name: _____
Address: _____
TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Customized Self-Inking Stamp** thru **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **03 February 2025 at 08:00 A.M.**




MA. LUISA M. NOTARIO
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
lot	1	Procurement of Customized Self-Inking Stamps		
piece	9	Self-Inking Stamp, 56mm X 33mm stamp	₱ 2,222.00	₱ 19,998.00
piece	6	Self-Inking Stamp, 70mm x 25mm stamp	₱ 1,336.00	₱ 8,016.00
piece	1	Self-Inking Stamp, 36mm x 11mm stamp	₱ 1,000.00	₱ 1,000.00
		Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance		
		Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:		
		1. Latest copy of Mayor's / Business Permit		
		2. PhilGEPs Registration Number		
		Nothing Follows		
		Total		₱ 29,014.00

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:



Melquiades DC Castillo
Chief Administrative Officer



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Canvassed by:



Melquiades DC Castillo
Chief Administrative Officer

Signature over Printed Name

Position/Designation

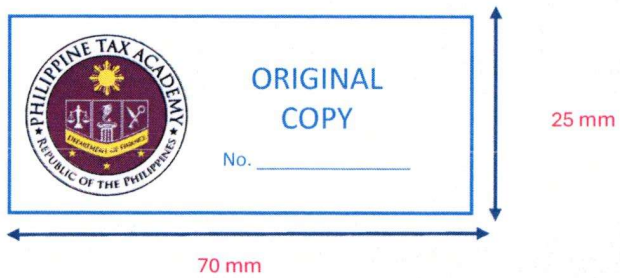
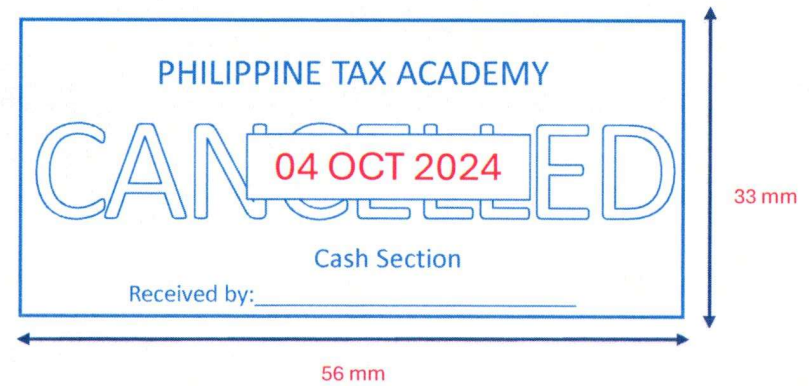
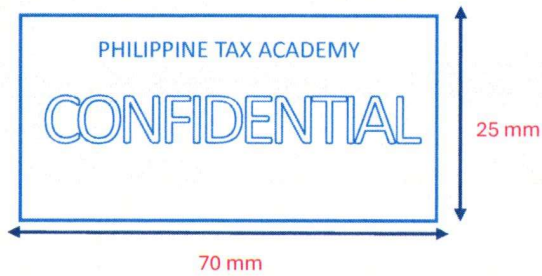
Office Telephone/Fax/Mobile Nos.

Email address/es

Annex A

Technical Specifications	
Project Title:	Procurement of Customized Self Inking Stamp
Approved Budget for the Contract (ABC):	Php 29,014.00
<p><i>Bidders must state here either " Comply " or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification". Statement of "comply" or any equivalent term must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence (if applicable)</i></p>	
Specification	Bidder's Statement of Compliance
<p>Self-Inking Stamp, 56mm X 33mm for stamps with date Quantity: 9 pcs Product style: Stamp Font Style: Calibri Color: Purple Body:High Quality Stainless steel Finish Impression Height Character/Date: 4 mm</p>	<i>(please fill-out)</i>
<p>Self-Inking Stamp, 70mm X 25mm Quantity: 5 pcs Product style: Stamp Font Style: Calibri Color: Purple Body:High Quality Stainless steel Impression Height Character/Date: 4 mm</p>	<i>(please fill-out)</i>
<p>Self-Inking Stamp, 70mm X 25mm with logo Quantity: 1 pc Product style: Stamp Font Style: Calibri Color: Purple Body:High Quality Stainless steel</p>	<i>(please fill-out)</i>

Self-Inking Stamp, 36mm X 11mm stamp (Name with Designation) Quantity: 1 pc Product style: Stamp Font Style: Calibri Color: Purple	<i>(please fill-out)</i>			
Please see attached lay-out of Customized Self-Inking Stamp	<i>(please fill-out)</i>			
Delivery Schedule: Within 15 Calendar Days upon receipt of P.O. or approved sample	<i>(please fill-out)</i>			
<i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> _____ Name of Company </td> <td style="width: 33%; border: none;"> _____ Signature of Authorized Representative </td> <td style="width: 33%; border: none;"> _____ Date </td> </tr> </table>		_____ Name of Company	_____ Signature of Authorized Representative	_____ Date
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Gil S. Beltran
President

36 mm x 11 mm

Note: Stamps with 56mmx 33mm impression size must be in Stainless steel finish and high-quality plastic build

Annex A



Note: Stamps with 56mmx 33mm impression size must be in Stainless steel finish and high-quality plastic build



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