



Republic of the Philippines
Department of Finance
PHILIPPINE TAX ACADEMY
Roxas Boulevard corner Pablo Ocampo Sr. Street,
Manila 1004



REQUEST FOR QUOTATION

Date: January 28, 2025
RFQ No.: RFQ-2025-012

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

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Customized Business Cards 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 **05 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)
box	72	Supply and Delivery of Customized Business Cards (100pcs/box) 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 (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted) 2. PhilGEPS Registration Number 3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***	₱ 1,090.00	₱ 78,480.00
Total				₱ 78,480.00

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 D. Castillo
Chief Administrative Officer



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Date: January 28, 2025
RFQ No.: RFQ-2025-012

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Address: _____
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The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Customized Business Cards** thru **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.


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MA. LUISA M. NOTARIO
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Price
box	72	Supply and Delivery of Customized Business Cards (100pcs/box) 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 (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted) 2. PhilGEPS Registration Number 3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows*** Total		

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 D. Castillo
Chief Administrative Officer

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Annex A

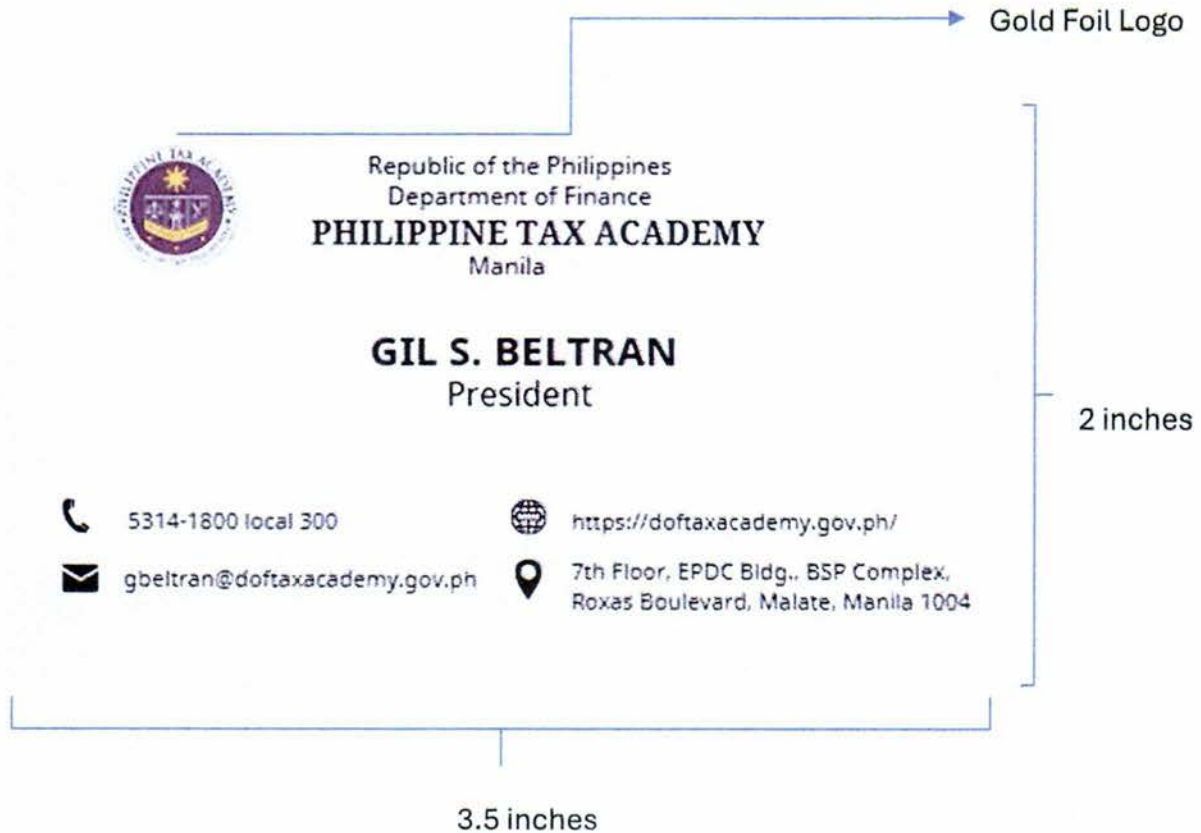
Technical Specifications	
Project Title:	Supply and Delivery of Customized Business Cards
Approved Budget for the Contract (ABC):	Php 78,480.00
<p><i>Bidders must state here either " Comply " or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters 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
Supply and Delivery of Customized Business Cards Size: 3.5 Inches x 2 Inches Print: Front and Back Print Agency Logo: Gold Foil Type: Classic Business Card Paper: Calling Card Paper, 250GSM, Classic White 100 pcs/box	<p><i>(please fill-out)</i></p>
8 boxes per personnel (total of 72 boxes) 1. Gil S. Beltran 2. Dr. Rufo R. Mendoza 3. Ma. Pamela P. Quizon 4. Atty. Noemi B. Alcala-Garcia 5. Ma. Teresa S. Habitan 6. Dr. Elizabeth B. Pableo 7. Ma. Lourdes V. Dedal	<p><i>(please fill-out)</i></p>

8. Ma. Luisa M. Notario	
9. Albert B. Yap	
The winning bidder must: 1. Provide both digital and physical proof before production begins. 2. Send initial and final proof for approval. 3. Include the delivery charges in the proposal.	(please fill-out)
Conform to the attached layout/photos of Business Cards	(please fill-out)
Delivery Schedule: Within 14 Calendar Days upon receipt of Purchase Order	(please fill-out)
<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>	
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Company </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Representative </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>	

Note:

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 1 (Front)



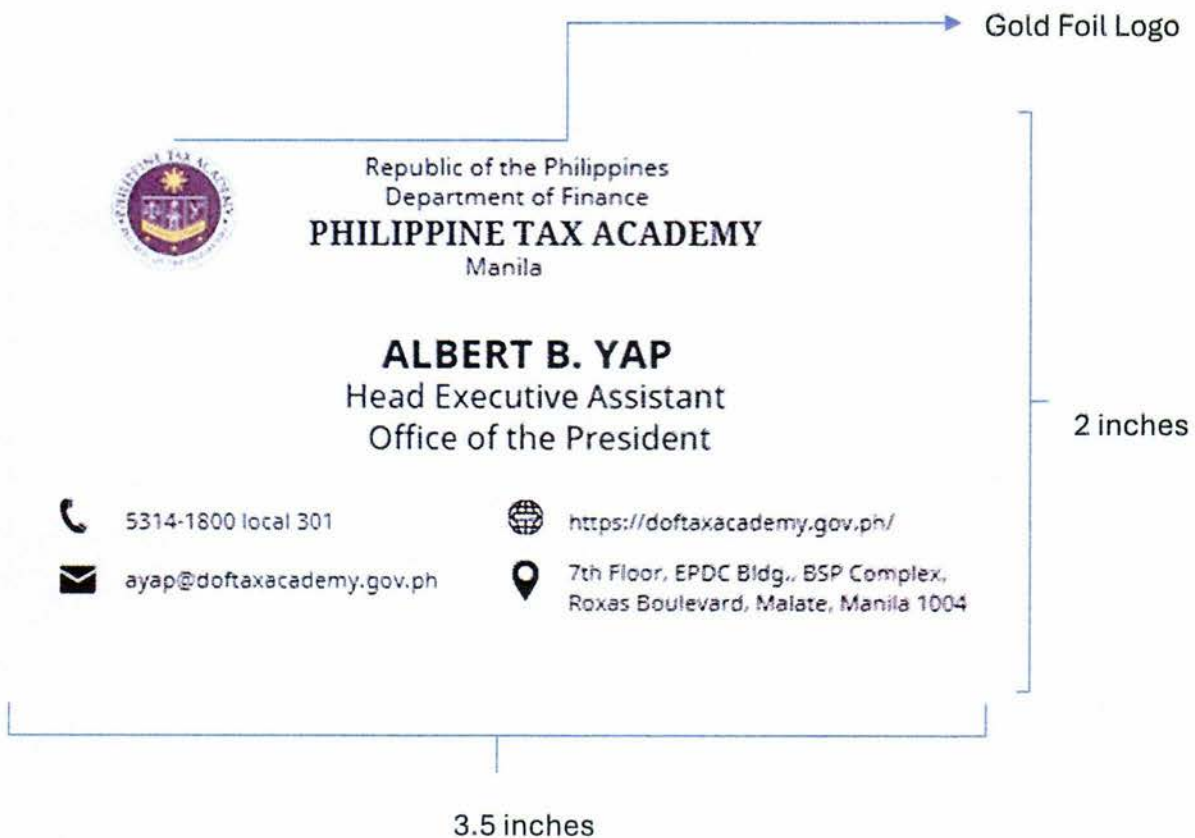
Layout 1 (Back)



Note:

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 2 (Front)



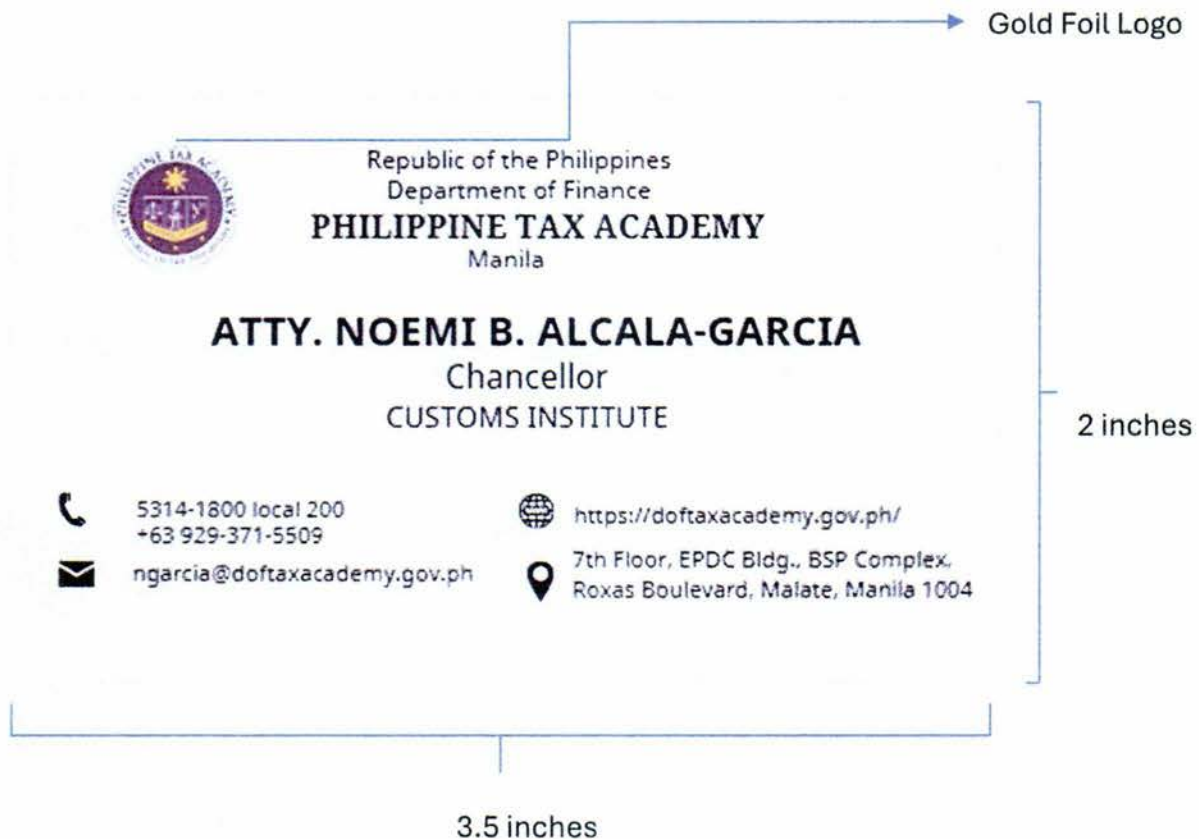
Layout 2 (Back)



Note:

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 3 (Front)



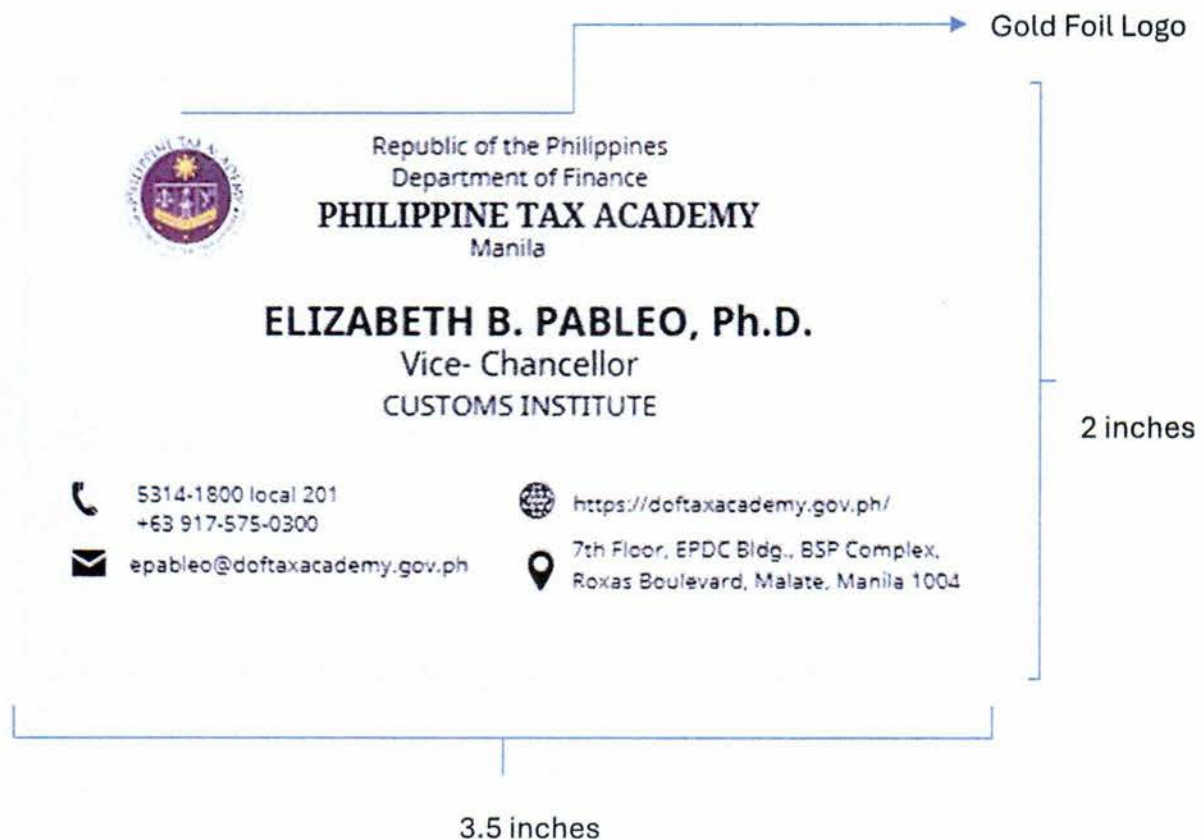
Layout 3 (Back)



Note:

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 4 (Front)



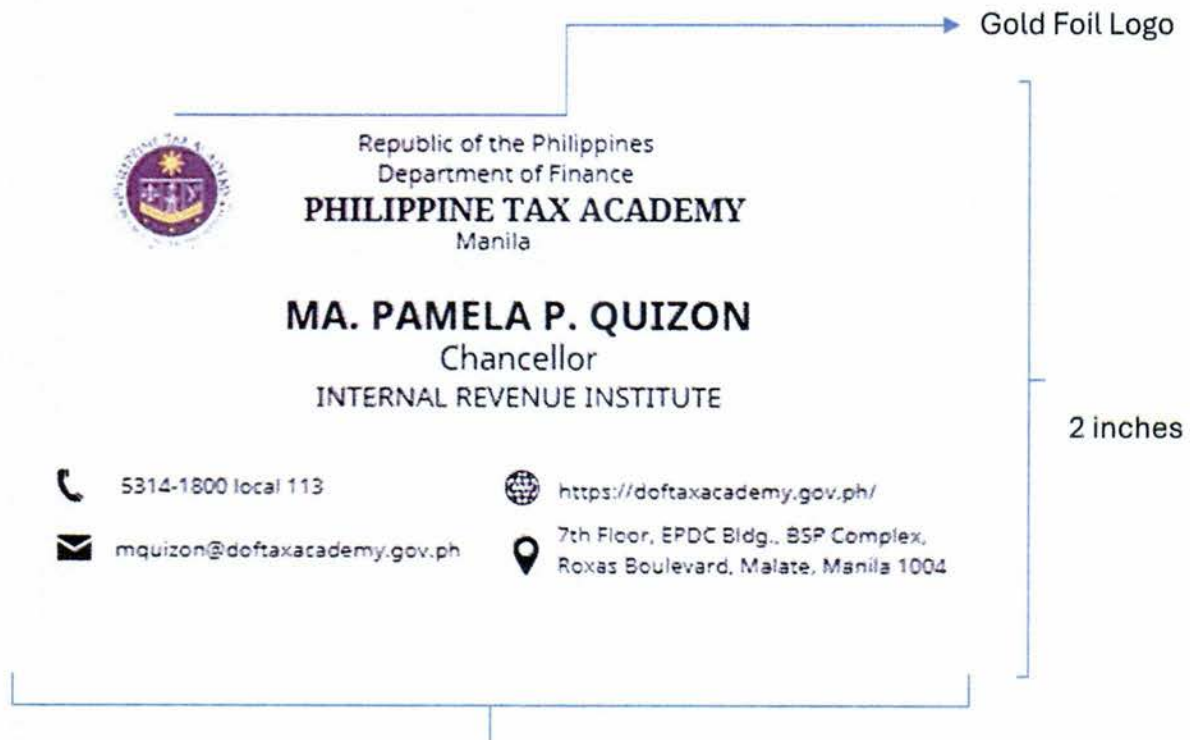
Layout 4 (Back)



Note:

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 5 (Front)



Layout 5 (Back)

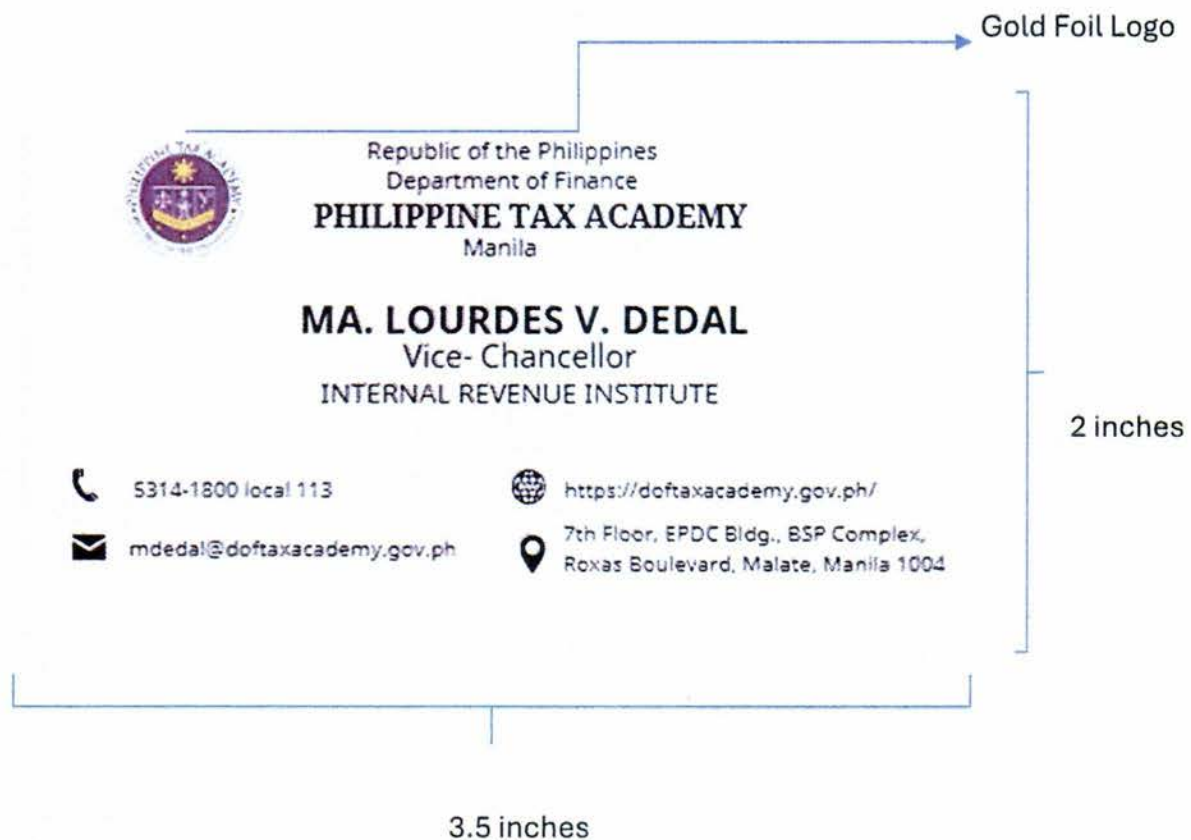


Note:

Annex A Customized Business Cards

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 6 (Front)



Layout 6 (Back)

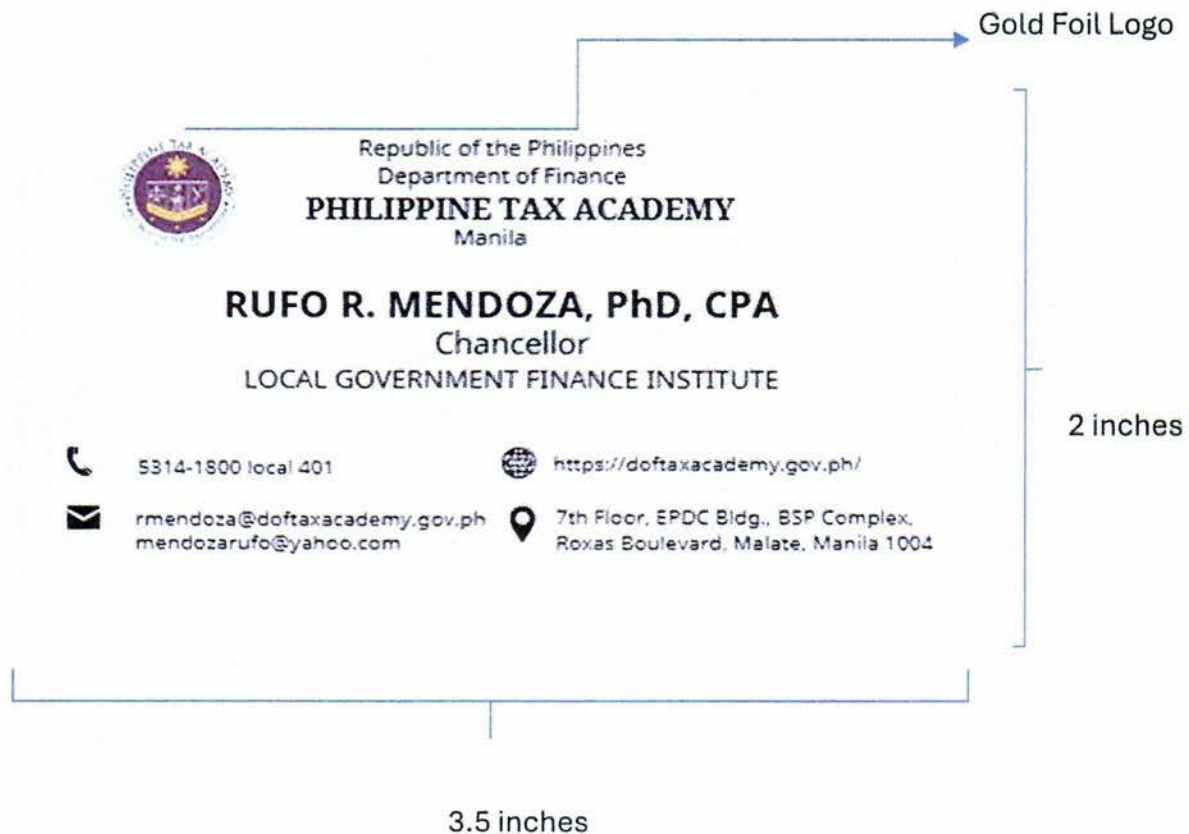


Note:

Annex A Customized Business Cards

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 7 (Front)



Layout 7 (Back)

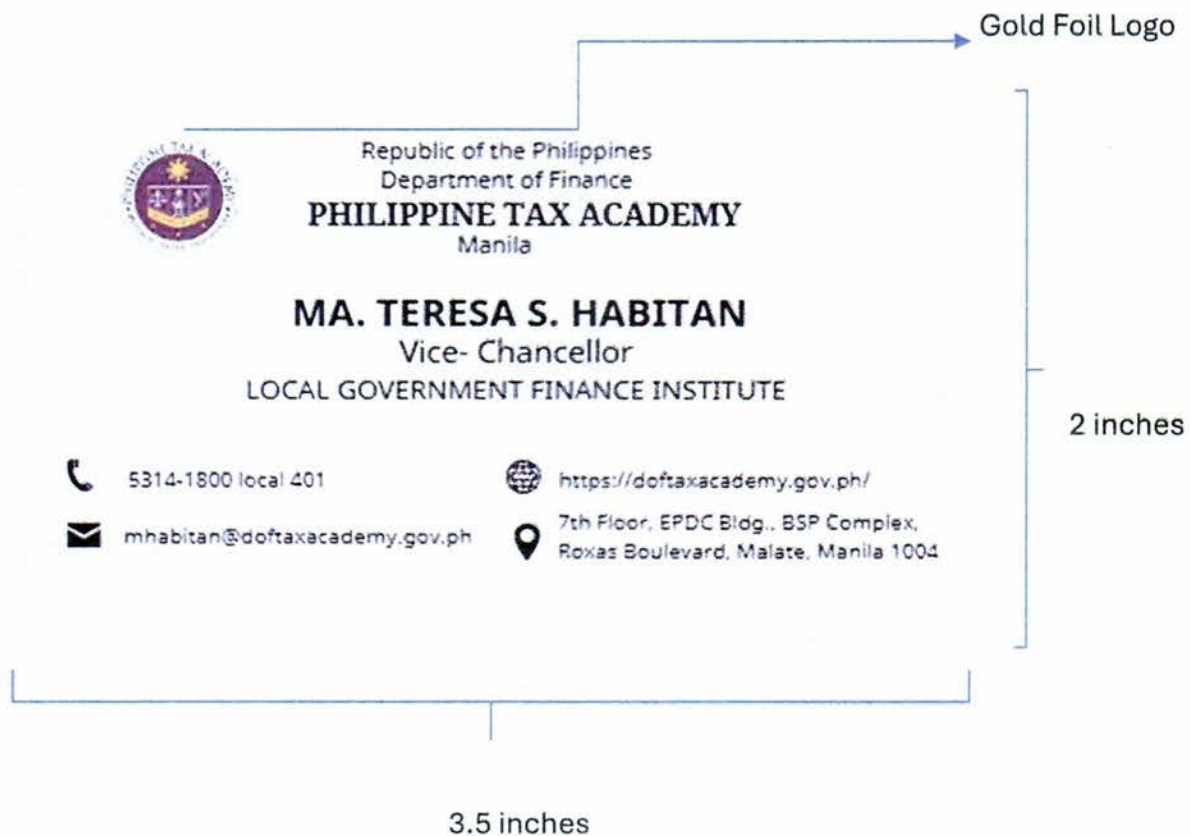


Note:

Annex A Customized Business Cards

1. All layouts will have the same "Gold Foil" logo.
2. Barcodes in back prints are "UNIQUE".
3. Softcopy may be provided to the supplier.

Layout 8 (Front)



Layout 8 (Back)

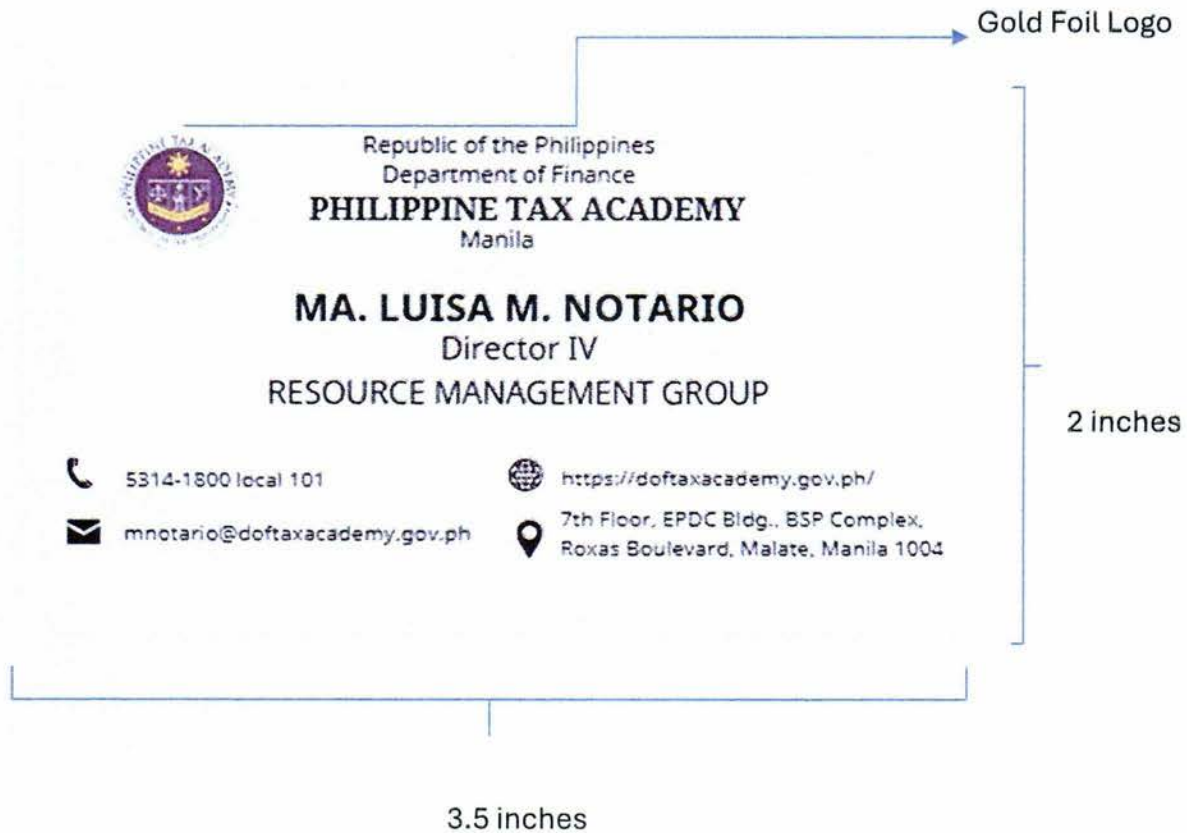


Note:

Annex A Customized Business Cards

1. All layouts will have the same "Gold Foil" logo.
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Layout 9 (Front)



Layout 9 (Back)

