

REQUEST FOR QUOTATION

RFQ No. 2025-007 **NP-SVP**  
Date: **January 21, 2025**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit, 2. PhilGEPS Registration Number. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303

Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to [procurement@nacc.gov.ph](mailto:procurement@nacc.gov.ph) not later than **27 of January 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
FERDINAND A. MARCELO  
Head, Procurement Unit

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot/Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 c.d upon receipt of Notice to Proceed / Purchase Order
- Place of Delivery: National Authority for Child Care - Central Office
- Terms of Payment: within 30-45 days upon completion of supporting documents.  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
EMIL A. BALACANAO  
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

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Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	2,000	PCS	PRINTING OF MAGAZINE VOL. III 8.5 inches x 7 inches Approx. 50 pages front and back including cover Cover: Spot UV cover matte and glossy combined (front cover is slightly thicker bond paper) inside pages colored pages semi gloss Process: perfect bind Delivered by: Third week of February 2025 ***** NOTHING FOLLOWS *****	P 990,000.00			
GRAND TOTAL						P	990,000.00

PURPOSE : NETWORKING AND ADVOCACY ACTIVITIES  
PR No. : 2025-01-07  
IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NAOC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NAOC's future biddings.

FERDINAND M. PRANCELO  
Procurement Officer  
Trunkline: (02) 8726-4951; 8726-9711; 8726-4568;  
(02) 8721-6782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



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\_\_\_\_\_  
 FERDINAND B. ARCELO  
 Procurement Officer  
 Trunkline: (02) 8726-4551; 8726-9711; 8726-4568;  
 (02) 87219782

\_\_\_\_\_  
 (Signature over Printed Name)  
 Supplier

