



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION (Corporate Folders)**

Date: **16 October 2019**

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure printing services.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **21 October 2019**

The service provider must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. Notarized Omnibus Sworn Statement.

Please submit your formal proposal duly signed by your representative through email, [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via sealed envelope or the option of the supplier, attention to:

(Sgd.)

**MARIA DONABELLA TAVORA**

BAC Secretariat Head

National Privacy Commission

(02) 8234-2228 loc. 127

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract	
				Unit Price	Total
			<b>TECHNICAL SPECIFICATIONS</b>		
1	Lot	1	<b>Printing of Corporate Folders</b> <i>Terms of Reference:</i> <b>Quantity:</b> at least 2,500 pieces <b>Size:</b> Oversize A4 w320 x L228mm <b>Paper:</b> C2S 400gsm <b>Pocket:</b> 1-pocket (right side) H-108mm <b>Spine Capacity:</b> 20mm <b>Print:</b> Full color on front or both sides, or back on back with matte laminated	<b>Php200,000.00</b>	<b>Php200,000.00</b>

**Instruction to bidders.**

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Delivery shall be completed on or before 7 November 2019.



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- V. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.