

## REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites service providers to submit quotations for its procurement of services for the production of 2024 to 2025 Corporate Wall and Desk Calendars. Please see the attached Terms and Specifications.
2. The Approved Budget for the Contract is **Pesos: Eight Hundred Twenty Thousand (Php820,000.00)**, inclusive of all applicable taxes.
3. Interested service providers may submit signed quotation at the Receiving Counter, 23<sup>rd</sup> Floor, BPI Philam Life Building, 6811 Ayala Avenue, Makati City and/or thru [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph) on or before **10:00 a.m. (PhST) of October 02, 2023** together with the following documentary requirements:
  - Mayor's/Business Permit;
  - PhilGEPS Registration Number; and
  - Omnibus Sworn Statement accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable (download from this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>).

\* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

\*\* Valid Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
4. In the event that two or more bidders have been determined to have submitted the Lowest Calculated and Responsive Quotation (LCRQ), the End-user shall roll a dice to break the tie in the presence of the concerned bidder's representative (physically or via video conferencing). The bidder with the highest number shall be the winning bidder. The absence of the concerned bidder's representative shall not nullify the proceedings.
5. For further inquiries, please contact Ms. Karenina V. Joaquin at [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph).
6. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all bids/quotations or waive any required formality therein or to accept such offer/s as may be considered most advantageous to the Corporation.



**ATTY. NELIA O. OANDASAN**  
Chairperson  
Bids and Awards Committee

21 September 2023