

**REQUEST FOR QUOTATION**  
**SVP 68-24**

The **Municipality of Guagua**, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project: **Procurement of Graduation Photo Coverage and printing of Yearbook and Graduation Picture for the 8th Commencement Exercises of Guagua Community College** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of Graduation Photo Coverage and printing of Yearbook and Graduation Picture for the 8th Commencement Exercises of Guagua Community College**

Location: Guagua, Pampanga

Brief Description: Procurement of Graduation Photo Coverage and printing of Yearbook and Graduation Picture

Approved Budget for the Contract: PhP 180,600.00

Source of Funds: Trust Fund

Contract Duration: 7 calendar day

Submission of quotation documents is on or before **July 19, 2024 at 9:00 AM** at the same address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit the following requirements: Mayor's or Business Permit, PCAB License (for infrastructure projects), and duly signed and notarized Omnibus Sworn Statement.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ms. Ilona G. Bansil** at telephone no. (045) 900-2391 or email at [lgugua.bac@gmail.com](mailto:lgugua.bac@gmail.com).

Very truly yours,

*(Sgd.)*

**ELSA P. PANTINO**

BAC Chairperson

### SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
<b>YEARBOOK</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- Glossy Paper/Pages</li> <li>- 65 pages (Back to Back)</li> <li>- Paperback</li> <li>- A4 Size</li> <li>- Colored Pictures/Pages</li> </ul>	105	Pcs.		
<b>GRADUATION PICTURE</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- 1 8R Toga Picture with Glass to Glass Frame</li> <li>- 4 Pcs. Wallet Size Toga Pictures</li> <li>- 1 Pc. 5R Filipiniana</li> <li>- 1 Pc. 5R Creative Shot</li> </ul> <b>GRADUATION PHOTO COVERAGE</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- 3 Pcs. 5R Graduation Rites (Marching, receiving of Diploma and while sitting)</li> </ul>	105	Pcs.		
<b>Grand Total</b>				

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

### TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	<b>YEARBOOK</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- Glossy Paper/Pages</li> <li>- 65 pages (Back to Back)</li> <li>- Paperback</li> <li>- A4 Size</li> <li>- Colored Pictures/Pages</li> </ul>	105	Pcs.	
2	<b>GRADUATION PICTURE</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- 1 8R Toga Picture with Glass to Glass Frame</li> <li>- 4 Pcs. Wallet Size Toga Pictures</li> <li>- 1 Pc. 5R Filipiniana</li> <li>- 1 Pc. 5R Creative Shot</li> </ul> <b>GRADUATION PHOTO COVERAGE</b> <i>Inclusions:</i> <ul style="list-style-type: none"> <li>- 3 Pcs. 5R Graduation Rites (Marching, receiving of Diploma and while sitting)</li> </ul>	105	Pcs.	

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

## FINANCIAL PROPOSAL SUBMISSION SHEET

Date: \_\_\_\_\_

The Chairperson  
Bids and Awards Committee  
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, Procurement of Graduation Photo Coverage and printing of Yearbook and Graduation Picture for the 8th Commencement Exercises of Guagua Community College (SVP 68-24).

Description	Quantity	Unit	Unit Price	Amount
<b>YEARBOOK</b> <i>Inclusions:</i> <ul style="list-style-type: none"><li>- Glossy Paper/Pages</li><li>- 65 pages (Back to Back)</li><li>- Paperback</li><li>- A4 Size</li><li>- Colored Pictures/Pages</li></ul>	105	Pcs.		
<b>GRADUATION PICTURE</b> <i>Inclusions:</i> <ul style="list-style-type: none"><li>- 1 8R Toga Picture with Glass to Glass Frame</li><li>- 4 Pcs. Wallet Size Toga Pictures</li><li>- 1 Pc. 5R Filipiniana</li><li>- 1 Pc. 5R Creative Shot</li></ul> <b>GRADUATION PHOTO COVERAGE</b> <i>Inclusions:</i> <ul style="list-style-type: none"><li>- 3 Pcs. 5R Graduation Rites (Marching, receiving of Diploma and while sitting)</li></ul>	105	Pcs.		
<b>Grand Total:</b>				

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

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Contact Number

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Date