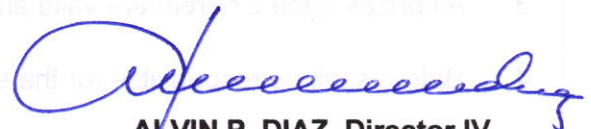


**DEPARTMENT OF FINANCE**  
**Manila**  
**REQUEST FOR QUOTATION**

Date : March 23, 2021  
 Service Quotation No. 008-2021

**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Director IV, Central Administration Office or thru the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

  
**ALVIN P. DIAZ, Director IV**  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<b>Production of 2020 DOF Annual Report                      (Electronic Copy)</b> <ol style="list-style-type: none"> <li>1. Project Description : Delivery of Concept, Design, Layout/ Typesetting, and Production of the 2020 DOF Annual Report</li> <li>2. Size : 8.5" x 11"</li> <li>3. No. Of Pages : 80-100- page text-including chart and graphs (inclusive of cover and back cover pages)</li> <li>4. Color : Full color on cover and inside pages (texts, photos, and charts or graphs)</li> <li>5. Artwork : Lay-out Programme Requirement - Adobe In Design Creative Suite (CS)</li> <li>6. Proofing : Perform basic color proofing services, computer-to-plate (CTP) services and computer work services</li> </ol> <p style="margin-top: 10px;">**Please see attached Terms of Reference (TOR)</p>	400,000.00	400,000.00

*Page 1 of 2*

After having carefully read and accepted your General conditions, I/We quote you on the item/s at prices noted above and bind ourselves to deliver the above articles/merchandise within \_\_\_\_\_ working days from receipt of your valid Job Order (JO). The quotation are good only up to \_\_\_\_\_.

Canvassed by: \_\_\_\_\_

Supplier : \_\_\_\_\_  
 By : \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

## GENERAL CONDITIONS

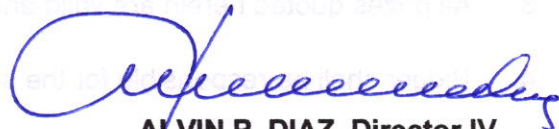
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3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not then purchase the required item from such other sources as it may determine, completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

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 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
		<p><b>Note: Please include the following required documents upon submission of your proposal for evaluation purposes:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/ Business Permit</li> <li>2. PhilGEPS Registration Number/ Certificate</li> <li>3. Omnibus Sworn Statement (duly notarized within posting period)</li> </ol> <p>( For DFG - FPPO )</p>		<b>400,000.00</b>
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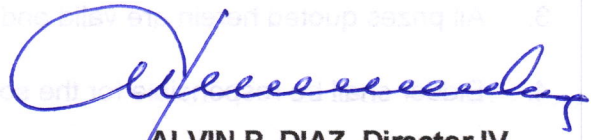
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