

**REQUEST FOR QUOTATION  
(Second Reposting)**

1. The Philippine Guarantee Corporation (PhilGuarantee) invites interested suppliers to submit quotations for the procurement of business cards and memo pads for the officers of PhilGuarantee with the following specifications:

**Item 1 – Business Card**

Size	:	2 inches x 3.5 inches
Material	:	Matte Paper
Color	:	Full Color
Process	:	Digital Printing
Stock	:	180 gsm
Quantity	:	58 boxes @ Two (2) boxes per officer @ 100 pieces per box

**Item 2 – Memo Pad**

Size	:	5.5” x 8.5”
Binding	:	Padded by 100 sheets
Pages	:	1 side print
Color	:	Full Color
Stock	:	Bookpaper 70 gsm
Process	:	Offset printing
Quantity	:	145 pads @ five (5) pads per officer

2. Approved Budget for the Contract is Fifty Two Thousand One Hundred Thirteen Pesos Only (₱52,113.00), inclusive of all applicable taxes.
3. All interested suppliers may submit proposal to the BAC Secretariat, Second Floor, Jade Bldg., 335 Gil Puyat Ave., Makati, and/or through telefax no. 8897-32-32 on or before 2:00 p.m. of June 26, 2020 with the following documentary requirements:
  - Mayor’s/Business Permit
  - PhilGEPS Registration; and
  - Omnibus Sworn Statement (BAC Form G-1)

*\* Providers with valid Certificate of Platinum Membership (CPM), may submit the CPM in lieu of Mayor’s Permit and PhilGEPS Registration Number.*

*\*\* Individual suppliers may submit the BIR Certificate of Registration in lieu of Mayor’s Permit*

4. Pursuant to GPPB Circular No. 21-2017 dated May 30, 2017, PhilGuarantee shall accept either: a. The 2020 Mayor’s/Business Permit; or b. 2019 Mayor’s/Business Permit and the Official Receipt as proof that the bidder has applied for the renewal of such permit for the

year 2020. The bidder's 2020 Mayor's/Business Permit shall still be required as a condition for the processing of payment.

5. For further inquiries, please call Atty. Ronces Anne Reyes-De Leon at telephone No. 8897-32-92 or at [rardeleon@philguarantee.gov.ph](mailto:rardeleon@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 offers as may be considered most advantageous to the Corporation.

A handwritten signature in dark ink, appearing to read "Jimmy B. Sarona", with a long horizontal flourish extending to the right.

**JIMMY B. SARONA**  
Chairperson  
Bids and Awards Committee