

Republic of the Philippines
Department of Justice
Manila

_____	Validity Offer: _____
(Company)	
_____	Delivery Period: _____
(Address)	
_____	Terms of Payment: _____
Telephone No. / Fax No./Email Address	

Store Manager / Store Owner	

REQUEST FOR QUOTATION OF PRICES

QTY.	UNIT	DESCRIPTION	AMOUNT
1000	copies	<u>OFC Customized Training Materials</u> 1. Customized Folders Design: Folder with 2 inside pockets Lamination: Matte lamination Cover: Full color print Coated two sides 300gsm Size: Spread: 9" x 12" Folded: 18" x 12" Folder: 300gsm	P _____
1000	copies	2. Customized Notebooks Cover : Full color print Foldcote paper Inside leaves: 70 gsm No. of Pages: 84 Pages Cover: 4 printed pages Info page: 2 printed pages Inside: 98 printed pages Size: Spread: 5.85" x 8.27" Folded: 18" x 12" Cover : Full Colours C2S 200	

IMPORTANT CONDITIONS

- 1 All quotations submitted to this office are considered of the items specified above the prices quoted hereon. In the event that the offer is accepted, Purchase Order for the items above mentioned will be sent to the dealer concerned, advising them of such acceptance, the date of delivery of the said item, and the availability of the funds needed for this purpose.
- 2 Goods, as defined in Republic Act No. 9184 and its implementing Rules and Regulations, delivered to this office are subject to inspection by the Auditor of the Commission on Audit or his duly authorized representative. Payment therefore will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirements.
- 3 This office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

Very truly yours,


FLORINA C. AGTARAP
OIC Director

LOOK FOR

Magie T. Pascual

BAC Secretariat

Telephone No.; (02) 523-8481 local 362

Email Address: bac-secretariat@doj.gov.ph/bacsecretariat2013@gmail.com

Note: Pls. include your VAT

TECHNICAL SPECIFICATIONS

Name of Project: OFC Customized Training Materials

Delivery Period: 15 calendar days

Shall be able to print Customized Folders and Notebooks using the following specifications:

1. Customized Folders	
Quantity	1,000 Copies
Design	Folder with 2 inside pockets
Lamination	Matte lamination
Cover	Full color print Coated two sides 300gsm
Size	Spread: 9" x 12" Folded: 18" x 12"
Folder	300gsm
2. Customized Notebooks	
Quantity	1,000 Copies
Cover	Full color print Foldcote paper Inside leaves: 70 gsm
No. of Pages	84 Pages Cover: 4 printed pages Info page: 2 printed pages Inside: 98 printed pages
Size	Spread: 5.85" x 8.27" Folded: 18" x 12"
Cover	Full Colours C2S 200