



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Supply and Delivery of PPA 2020 Calendar**

Approved Budget for the Contract : **P 800,000.00**

Deadline for Submission : **December 12, 2019**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement, Secretary Certificate/Special Power of Attorney and Income/Business Tax Return.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

  
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

## Supply and Delivery of PPA 2020 Calendar

Qty	Specifications
4,000 pcs.	<p><b>Project</b> : PPA 2020 Table Top Calendar (Standee)</p> <p><b>Stock</b> : PB #30 Matt 180 or Matt 180 (inside) c2s 120 (stand)</p> <p><b>Pages</b> : 8 pages back to back including cover with envelope</p> <p><b>Size</b> : 8 x 6.5 inches 9 x 7.625 inches</p> <p><b>Color</b> : cover - 4/4 (outside/inside) inside - full color</p> <p><b>Process</b> : Offset printing</p> <p><b>Binding</b> : Ringbind, hardbound with matte lamination on cover (1 side)</p> <p><b>Others</b> : CD (file) supplied by client</p>
4,000 pcs.	<p><b>Project</b> : PPA 2020 Wall Calendar</p> <p><b>Stock</b> : cover - c2s 220 lbs inside - c2s 140 lbs</p> <p><b>Pages</b> : 28 pages including cover with envelope</p> <p><b>Size</b> : 16.5" x 11" - folded / 16.5" x 23" - spread</p> <p><b>Color</b> : cover - 4/4 (outside/inside) inside - full color</p> <p><b>Process</b> : Offset printing</p> <p><b>Binding</b> : Double loop wire with eyelet per page</p> <p><b>Others</b> : CD (file) supplied by client With matte lamination on cover (1 side)</p>
Terms and Conditions	<p><b>Sample</b> : Provide a sample of each item on actual material along with the submission of quotation. Final sample/proofing shall be subject to PPA's approval before mass production.</p> <p><b>Delivery</b> : Partial delivery of 25% of required quantity of each item - Within five (5) days from receipt of Purchased Order. Completion of remaining of 75% of required quantity - Within fifteen (15) days from the first delivery.</p>