



**CLIMATE CHANGE COMMISSION
BIDS AND AWARDS COMMITTEE**

8353-8494 || bac@climate.gov.ph

04 April 2023

**REQUEST FOR QUOTATION
RFQ NO. 2023-004B**

The **Climate Change Commission – Climate Change Office (CCC-CCO)** through the **Administrative and Finance Division**, intends to procure “**LEASE OF PRINTING SERVICES FOR THE USE OF CCC-CCO (LOT NO. 1) - REBID**” with an Approved Budget Contract (ABC) amounting to **Ninety Thousand Pesos (PHP90,000.00)** for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please quote your **best offer** for the PRINTING SERVICES described herein provided at the last page of this Request for Quotation (RFQ). Submit your quotation in a closed envelope duly signed by your authorized representative **not later than 11 April 2023, 10:00AM** to the BAC Secretariat, 6th Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

Please be reminded that late submission will not be accepted.

A copy of your **2023 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Income/Business Tax Return and Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** are also required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at bac@climate.gov.ph.

SGD.
ALEXIS D. LAPIZ
Chairperson
Presiding Officer, 11th Regular BAC Meeting



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QUOTATION FORM

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Ninety Thousand Pesos (PHP90,000.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost (PHP)
1	1	Lot	<p>LEASE OF PRINTING SERVICES FOR THE USE OF CCC-CCO (LOT No. 1)- REBID</p> <p>Lease of Photocopying Machine</p> <p>Inclusive of the following:</p> <ul style="list-style-type: none"> - 4 units of photocopier - Maintenance Repair - Toner Refill - Maximum of 10,000 copies per unit (in excess of 10,000 copies PHP 0.45 per copy per unit) - Other miscellaneous - Contract Duration of May to September 2023 (Five Months) <p>(Please see attached Terms of Reference)</p> <p>xxxxxnothingsfollowxxxxxx</p>	90,000.00	

In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact Ms. Sarah Jane Lee and Ms. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or bac@climate.gov.ph.

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : _____
 Name of Company : _____
 Position in Firm : _____
 Business Address : _____
 Contact Information : _____