



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Malacañang, Manila

February 12, 2024

REQUEST FOR QUOTATION

RFQ No. 2024-02-005

Mode of Procurement: NP- Small Value Procurement (Sec. 53.9)

Gentlemen:

The Presidential Legislative Liaison Office (PLLO) through its Bids and Awards Committee (BAC) hereby invites all interested suppliers to quote their lowest price on the items listed below and submit the same duly signed by their respective authorized representative/s not later than **16th of February 2024**.

Purchase Request No.	PROJECT	Approved Budget for the Contract (PHP)	Bid Price
AFMD OS 2024- 002	Printing of PLLO Mailing Envelope <i>Specifications:</i> <ul style="list-style-type: none">○ Paper: Trojan Envelope XXX No. 10, 500's per box○ Quantity: 1 box○ Size: Long○ Color: White○ Others: With Logo (Full Colors)	<u>1,200.00</u>	

Interested suppliers are required to submit their valid and current **Business Permit, PhilGEPS Registration/Organization No., and BIR Certificate of Registration**. The quotation may be submitted through e-mail at bac@pllo.gov.ph or delivered to the address below:

Bids and Award Committee Secretariat
6th Floor AAP Tower, 683 Aurora Blvd.,
Brgy. Mariana, Quezon City

For inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1152 c/o BAC Secretariat.


MARICELA M. RUGA
BAC Vice Chairperson

In connection with the above request, we submit our quotation as indicated above and agree to deliver in conformity with the specifications of said article/s described above within ___ days upon receipt of the Purchase Order.

Name of Firm/Dealer

Signature of Representative

Address / Tel No.

Name of Representative