



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

## REQUEST FOR QUOTATION

### RFQ No. 2019-11-025

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, subject to the General Conditions stated therein, and submit the same duly signed by their respective authorized representative/s not later than \_\_\_\_ of **November 2020**.

RIS No.	Name of Project	Location	Total Approved Budget for the Contract
Mal. 2020-124	PROCUREMENT of 2000 pieces 2021 PLLO Desk Calendar	PLLO – NEB, Malacañang Office	Php260,000.00

### TERMS OF REFERENCE:

This TOR shall govern the procurement (involving printing, supply, and delivery) of 2000 pieces of 2021 PLLO Desk Calendar, to be conducted by the PLLO Bids and Awards Committee.

#### I. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIER

1. The prospective bidder/s shall bid for the printing, supply, and delivery of 2000 pieces 2021 PLLO Desk Calendar, to the PLLO, with specifications listed below:

Size: Calendar – 6"x 8-1/4"

Board Stand – 6"x 8-1/2"

Stocks: Calendar – C2S 220 lbs.

Board Stand – Pasteboard # 30 with paper cloth cover

No. of Pages: 7 leaf

Color: Full colors

Process: Offset Printing

Binding: Wire-O

2. The prospective bidder/s shall provide samples of their product following the above specifications.

## II. SCHEDULE OF DELIVERY

The printing, supply, and delivery shall be made within twenty (20) calendar days upon receipt of the Notice of Award/Notice to Proceed.

## III. PAYMENT

1. The supplier shall be paid in full upon certification from the PLLO to the effect that the Items have been duly delivered.
2. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

## IV. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, Income or Business Tax Return, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the suppliers Statement of Account, DR, Invoice, and subject to deduction of applicable taxes.

For further inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1116 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at [rtmorales@pllo.gov.ph](mailto:rtmorales@pllo.gov.ph) or delivered to the address below:

**Bids and Awards Committee Secretariat**  
2/F Annex New Executive Bldg.,  
Malacañang, Manila

The PLLO reserves the right to reject any or all quotations/bids, to waive any minor defects therein, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, and to accept only the offer that is most advantageous to the government, without incurring any liability whatsoever.



**ASEC. ROMULO V. ARUGAY**  
BAC Chairperson

November 17, 2020