

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. SRP-380-12-Q-0056	2. DATE ISSUED 07/20/2012	3. REQUISITION/PURCHASE REQUEST NO. PR1918961	4. CERT. FOR NAT. DEF UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY GSO/Contracting & Procurement			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Bernadette B. Legayada		TELEPHONE NUMBER AREA CODE NUMBER 632 301-2000 x 2975		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE	
a. NAME		b. COMPANY		b. STREET ADDRESS
c. STREET ADDRESS			c. CITY	
d. CITY		e. STATE	f. ZIP CODE	d. STATE e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/07/2012 ; 1 PM		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The US Embassy Manila invites you to submit a quotation for the supply and delivery of Election Kit Materials:				
	Button Pins, 2.25" round metal with 4 color print	150,000	ea		0.00
	Tarpulin 20" x 36", 10 oz with 4 color printing and eyelet on all corner	600	ea		0.00
	Tarpulin 24" x 36", 10oz with 4 color printing and eyelet on all corner	500	ea		0.00
	Tarpulin 24" x 72", 10oz with 4 color printing and eyelet on all corner	500	ea		0.00
	Tarpulin 66" x 42", 10oz with 4 color printing and eyelet on all corner	500	ea		0.00
	Standee printed on sticker paper, 4C laminated, mounted on 3mm sintra board and with tubular back support. Standee should be able to fold in half without obvious separation marks. Estimated height 6 ft and 2 inches	100	ea		0.00
				APPROVALS :	
				NAGO:	
				NVM:	
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS
					NUMBER PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER		16. SIGNER	
b. STREET ADDRESS			a. NAME (Type or print)
c. COUNTY			AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)
			NUMBER

Document Summary:

The U.S. Embassy Manila invites you to submit a quotation for the supply and delivery of Election Kit Materials.

Requirements:

1. Button Pins
 - a. Quantity: 150,000 each
 - b. Size: 2.25" round metal
 - c. 4 color print
2. Tarpulin printing
 - a. Quantity: 600 each
 - b. Size: 20" x 36"
 - c. 4 color print
 - d. 10 oz
3. Tarpulin printing
 - a. Quantity: 500 each
 - b. Size: 24" x 36"
 - c. 4 color print
 - d. 10 oz
4. Tarpulin printing
 - a. Quantity: 500 each
 - b. Size: 24" x 72"
 - c. 4 color print
 - d. 10 oz
5. Tarpulin printing
 - a. Quantity: 500 each
 - b. Size: 66" x 42"
 - c. 4 color print
 - d. 10 oz
6. Standee
 - a. Specifications: Printed on a sticker paper, 4C laminated, mounted on 3mm sintra board and with tubular back support. Standee should be able to fold in half without obvious separation marks. Estimated height 6 ft and 2 inches.

Note: Softcopy of the designs will be provided for pick up on the following dates July 25- July 27 and from July 30- August 3 from 9:00 am to 4:00 pm. Please contact Dette Legayada prior to pick up.

Remarks:

Price offer shall be firm fixed-price, VAT exempt. The U.S. Government is exempt from paying the ad valorem/specific tax, customs and duties imposed by the Philippine Government under Section 106(a) and 109 of the Tax Code of 1997, respectively. Thus, price(s) shall be billed to the U.S. Government net of ad valorem tax, value added tax, customs and duties. Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of the items ordered and the original copy of invoice. The Direct Deposit Sign Up Form for EFT payment will be provided to the vendor upon award. All items should be delivered to US Embassy Manila Seafront Compound, Pasay City. See attached document for further remarks, including applicable clauses.

The RFQ is valid until 1PM , 7 August, 2012

Instructions: You may submit your firm fixed price (Exclusive of VAT) through e-mail to LegayadaBB@state.gov or send through fax at +632 301-2964/62. For further queries, please get in touch with Ms. Dette Legayada at 301-2000 x 2975.

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Supplier Information Sheet

Company Name

Address

Phone no.:

Email:

Website:

Product / Service Offered

Company Officers

Name

Position

Major Clients

Name

Address

Required Documents (Please Submit the following documents)

- SEC Registration / DTI Certificate
- ISO Certification (if any)
- Mayor's Permit
- Company Profile
- ITR (for the last 2 years)
- Audited Financial Statements (for the last 2 years)

Received / Validated by: