



## INVITATION TO SUBMIT PROPOSAL

1. The Philippine Guarantee Corporation (PhilGuarantee) invites interested suppliers to submit quotations for the procurement of business cards and memo pads for the officers of PhilGuarantee with the following specifications:

### Item 1 – Business Card

Size	:	2 inches x 3.5 inches
Material	:	Matte Paper
Color	:	Full Color
Process	:	Digital Printing
Stock	:	180 gsm
Quantity	:	58 boxes @ Two (2) boxes per officer @ 100 pieces per box

### Item 2 – Memo Pad

Size	:	5.5” x 8.5”
Binding	:	Padded by 100 sheets
Pages	:	1 side print
Color	:	Full Color
Stock	:	Bookpaper 70 gsm
Process	:	Offset printing
Quantity	:	145 pads @ five (5) pads per officer

2. Approved Budget for the Contract is Fifty Two Thousand One Hundred Thirteen Pesos Only (₱ 52,113.00), inclusive of all applicable taxes.
3. All interested suppliers may submit proposal to the BAC Secretariat, Second Floor, Jade Bldg., 335 Gil Puyat Ave., Makati, and/or through telefax no. 8897-32-32 on or before 2:00 p.m. of February 28, 2020 with the following documentary requirements:
  - Mayor’s/Business Permit
  - PhilGEPS Registration; and
  - Omnibus Sworn Statement (BAC Form G-1)

*\* Providers with valid Certificate of Platinum Membership (CPM), may submit the CPM in lieu of Mayor’s Permit and PhilGEPS Registration Number.*

*\*\* Individual suppliers may submit the BIR Certificate of Registration in lieu of Mayor’s Permit*

4. Pursuant to GPPB Circular No. 21-2017 dated May 30, 2017, PhilGuarantee shall accept either: a. The 2020 Mayor’s/Business Permit; or b. 2019 Mayor’s/Business Permit and the Official Receipt as proof that the bidder has applied for the renewal of such permit for the year 2020. The bidder’s 2020 Mayor’s/Business Permit shall still be required as a condition for the processing of payment.

4. For further inquiries, please call Atty. Ronces Anne Reyes-De Leon at telephone No. 8897-32-92.
5. The HGC Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

  
**JIMMY B. SARONA**  
Chairperson  
Bids and Awards Committee