



## REQUEST FOR QUOTATION

### PROJECT: **PRINTING, BINDING, AND DELIVERY OF 500 COPIES OF THE PHILIPPINE TOBACCO NEWS FOR THE NTA CENTRAL OFFICE AND BRANCH OFFICES**

Purchase Request No.: 2504 - 194

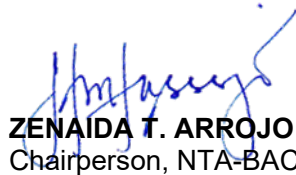
The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the sum of ₱ 60,000.00, being the Agency Estimate, to payments under the contract for the **“Printing, Binding, and Delivery of 500 Copies of The Philippine Tobacco News for the NTA Central Office and Branch Offices”**. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Printing, Binding, and Delivery of 500 Copies of The Philippine Tobacco News for the NTA Central Office and Branch Offices”**. Delivery of Goods/Services is required for a period of thirty (30) calendar days, after the issuance of the Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **Mr. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit<sup>1</sup>** and **Certificate of PhilGEPS Registration** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement<sup>2</sup> (for ABC's above Php 50k) (GPPB-prescribed forms), Income/ Business Tax Return<sup>3</sup> (for ABC's above Php 500k)** will also be required to be submitted.
5. Quotations must be delivered to the address below on or before May 26, 2025, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

**ZENAIDA T. ARROJO**

National Tobacco Administration  
11<sup>TH</sup> Floor, The Upper Class Tower, Quezon Avenue corner  
Scout Reyes St., Quezon City  
Tel No. 8 h372 3193;  
Website Address: [nta.da.gov.ph](http://nta.da.gov.ph)



**ZENAIDA T. ARROJO**  
Chairperson, NTA-BAC

1 In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

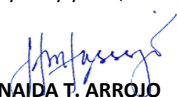
2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.		Quotation Form		No. _____ Date: _____		
Republic of the Philippines Department of Agriculture <b>NATIONAL TOBACCO ADMINISTRATION</b> Scout Reyes St. cor Panay Ave., QC						
		QUOTED BY:  Signature over Printed Name				
Name of Company  Contact No.		Position/Designation  Date: _____				
Please quote us your net government price, taxes included, on each of the following:						
Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied (Y or N)	BID PRICE
500	copies	<b>Philippine Tobacco News</b> <b>January - March 2025 Issue</b> Size: Folded A4 (8.3 X 11.7 in.) Material: C2S #80 Color: Full (both sides) Print: 4 Colors Others: Saddle Stitch 28 pages including cover ***nothing follows***		<b>60,000.00</b>		
Period of Delivery: Thirty (30) calendar days, upon receipt of the Purchase Order						

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,

  
**ZENAJDA T. ARROJO**

Chairperson, NTA-Bids and Awards Committee (NTA-BAC)