



**REQUEST FOR QUOTATION**

**CANVASS No. :** 26-04-102

**Name of Supplier/Company :** \_\_\_\_\_

**Advertisement No.** \_\_\_\_\_

**Company Address/Tel./Fax#:** \_\_\_\_\_

**Purchase Request No.** 26-04-102

**Philgeps Registration No. :** \_\_\_\_\_

**BIR Tin No.:** \_\_\_\_\_

**DBP Bank Account(No Bank Charge):** \_\_\_\_\_

**If none DBP Bank Account, Charges May Apply to Suppliers Account**

**Gentlemen:**

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **MAY 19, 2026 9:00 AM**

**ALVIN C. EXCLAMADOR**  
 Procurement Officer

Page 1 of 2

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
<b>1.0</b>	<b>1</b>	<b>Lot</b>	<b>PROCUREMENT OF PRINTING OF CNU ANNUAL REPORT, CNU BRAND MANUAL, ANG SUGA MAGAZINE AND INDIVIDUAL PATIENTS' HEALTH RECORD</b>		
<b>1.1</b>	<b>200</b>	<b>pcs</b>	CNU Annual Report 2025 (100 pcs) and CNU Brand Manual (100 pcs) >Approximately 100 pages (A4), including front and back covers >Full color cover and inside pages >Full color glossy card stock covers C2S (200-250 gsm) >Full color printing on coated matte paper 70-80 gsm >Color 414 >Embossed font and back covers >Perfect binding or equivalent >High-quality resolution printing or equivalent >Minimal layout editing included		
<b>1.2</b>	<b>75</b>	<b>pcs</b>	Ang Suga Magazine (75 copies) >8" x 10.75" >Maximum of 52 pages including cover >Full cover and inside pages >Full color glossy cover C2580 >Inside pages matte coated 70 >Color 414 >Embossed front cover >Perfect binding		
<b>1.3</b>	<b>4,500</b>	<b>pcs</b>	Individual Patients Health Record (Sample form will be provided by Clinic)		

**NOTE :**

1. DELIVERY PERIOD IS WITHIN \_\_\_\_\_ CALENDAR DAYS.
2. WARRANTY SHALL BE FOR A PERIOD OF SIX ( 6 ) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.
6. SUPPLIER MUST HAVE SALES/SERVICE INVOICE.

**After having carefully read and accepted your General Conditions, I / We quote you on the items at prices written above.**

\_\_\_\_\_  
**Canvasser Signature**

\_\_\_\_\_  
**Printed Name / Signature of Supplier / Contractor**

\_\_\_\_\_  
**Date**

**SDF-PrU-211-002-00**



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**Name of Supplier/Company :**

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
2.0	1	Lot	<b>PROCUREMENT OF TARPULIN / SINTRA BOARD PRINTING</b> <b>Tarpaulins:</b> >Full-color printing on outdoor-grade tarpaulin >UV resistant inks, hemmed edges, and with or without eyelets, available in following sizes below: <b>Life-size-standee/check printing:</b> >Mounted on durable/lightweight collapsible stand >Fade-resistant inks <b>Office Label Printing:</b> >Digital printing on sintra or equivalent rigid board, approximately 3mm to 8mm in thickness >Full color, durable finish for indoor use		
2.1	5	pcs	2ft x 4ft		
2.2	10	pcs	3ft x 3ft		
2.3	10	pcs	3ft x 6ft		
2.4	10	pcs	4ft x 6ft		
2.5	4	pcs	4ft x 8ft		
2.6	5	pcs	4ft x 10ft		
2.7	5	pcs	5ft x 8ft		
2.8	10	pcs	5ft x 10ft		
2.9	5	pcs	6ft x 8ft		
2.10	5	pcs	6ft x 12ft		
2.11	5	pcs	7ft x 9ft		
2.12	5	pcs	8ft x 12ft		
2.13	5	pcs	10ft x 18ft		
2.14	10	pcs	Standee-Tarpaulin (2ft x 5ft)		
2.15	6	pcs	Standee-Tarpaulin (6ft x 8ft)		
2.16	6	pcs	Standee-Sintra Board (3ft x 6ft)		
2.17	6	pcs	Standee-Sintra Board (4ft x 8ft)		
2.18	6	pcs	Standee-Sintra Board (5ft x 7ft)		
2.19	6	pcs	Standee-Sintra Board (8ft x 10ft)		
2.20	12	pcs	Life-Size Sintra Board Checks		
2.21	17	pcs	Office Label printing (Sintra Board) 5 in x 22 in		

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\_\_\_\_\_  
**Canvasser Signature**

\_\_\_\_\_  
**Printed Name / Signature of Supplier / Contractor**

\_\_\_\_\_  
**Date**

**SDF-PrU-211-002-00**



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**Information and FM Station Unit**  
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Website: [www.cnu.edu.ph](http://www.cnu.edu.ph)

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## **TERMS OF REFERENCE FOR THE PROCUREMENT OF PRINTING OF 2025 ANNUAL REPORT AND CNU BRAND MANUAL, ANG SUGA MAGAZINE, INDIVIDUAL PATIENT HEALTH RECORD, AND TARPAULIN AND SINTRA BOARD MATERIALS**

### **I. PRINTING**

### **II. OBJECTIVES**

To procure high-quality printing and production services for official institutional publications and materials that effectively communicate organizational information, support operations, and uphold brand standards for 2025.

### **III. SCOPE OF WORK**

Below are the scopes of work which Service Provider will provide:

1. The layout and contents (texts, photos, and illustration) will be provided by the end-user.
2. Before printing, the contractor must send a softcopy of the material for sample printing approval;
3. Once approved, contractor must send a printed sample of the material for final checking;
4. Corrections and adjustments and/or minimal layout must be made by the contractor/service provider based on the comments in the printed sample;
5. Once corrections are applied, final draft must be sent;
6. Once approved, production of printed materials will commence;
7. Production of printed publication materials; and
8. The ownership of layout files and final artwork remains property of PE upon project completion.

### **IV. FRAMEWORK AGREEMENT**

1. Framework agreement refers to a written agreement between a Procuring Entity (PE) and a supplier(s) or service provider(s) that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-



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Offs", are made for the duration of the agreement. The Framework Agreement is in the nature of an option contract between the PE and the Bidder(s) granting the PE the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years.

2. Within ten (10) calendar days from receipt by the participating bidder(s) of the Notification to Execute a Framework Agreement with CNU, the bidder or its duly authorized representative shall formally enter into a Framework Agreement with the PE for an amount of One Peso to be paid by the PE as a consideration for the option granted to the PE to procure the items in the Framework Agreement List when the need arises.
3. Framework Agreements shall include the following: (a) Framework Agreement List; (b) a contract price per item/service specified in the Terms of Reference/Framework Agreement List; (c) delivery/service terms and conditions; (d) terms of payment; (e) specify that the perfection of the actual procurement contract shall be reckoned from the execution of the Call-Offs; and (f) statement that upon the execution of the Call-Offs, all rules and guidelines governing implementation of procurement contracts under RA 9184 and its IRR shall be applicable.
4. Framework Agreements shall not state or imply any agreement by the PE to place future contracts or make orders with the supplier/service provider.
5. No modification of the Framework Agreement during its lifetime shall be allowed.
6. Framework Agreements, including the Framework Agreement List, shall be valid only for the period stated in the Bidding Documents which, in no case shall exceed three (3) years from the time the Framework Agreement was entered into and executed by the parties, and shall not be extended beyond its lifetime.
7. To guarantee the faithful performance by the supplier/service provider of its obligations under the Framework Agreement, it shall submit a Performance Securing Declaration prior to the signing of the Framework Agreement.
8. This Framework Agreement shall remain in force for one (1) year from the date of signing.

## V. CALL-OFF



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1. Call-Off refers to a specific procurement request or order made by the PE within the duration of the Framework Agreement exercising the option and requiring a supplier/service provider to deliver the goods or render the service agreed upon under the terms of Framework Agreement.
2. When the PE has determined the necessity for one or more of the items/services covered in the Framework Agreement and the need to actually procure these, it shall require the delivery of the item or rendition of the service identified in the Framework Agreement List in such quantity or scope and at the price for which it was awarded by executing a Call-Off, immediately if single-year Framework Agreement, in favor of the supplier/service provider to obligate the latter to deliver or perform according to the terms and conditions stated in the Framework Agreement.
3. The PE may execute as many Call-Offs for the same line item as may be needed within the validity of the Framework Agreement; provided that subsequent Call-Offs shall not exceed the maximum quantity in the Framework Agreement List and shall have the same unit price in case if single-year Framework Agreement. In multi-year Framework Agreement, the price may vary depending on the result of each Mini-Competition.
4. There is no limit on the number of Call-Offs that may be executed. However, the aggregate amount of all executed Call-Offs shall not exceed the total contract price specified in the Framework Agreement. No other costs are authorized unless otherwise specified in the Framework Agreement.
5. For purposes of participation in other public bidding activities, the aggregate of the Call-Offs for a particular item or similar items satisfactorily completed by the supplier/service provider shall be considered as one (1) completed contract with the cumulative amount thereof as the total contract amount. In such case, the date appearing in the Certificate of Acceptance issued by the PE for the last delivery will be considered as the date of completion of the contract. On the other hand, only those undelivered items in the Call-Offs executed by the PE shall be included in the Statement of All Ongoing Government and Private Contracts for purposes of participating in other bidding activities.

## VI. TERMS AND CONDITIONS

The Delivery terms of this Contract shall be as follows:

1. A copy of the Purchase Order shall be sent by the Supply Office to the venue through email or fax for acceptance/conforme. If the PO is still on process two (2) government working days prior to the start of the activity



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wherein the printed material is needed, the Procurement Unit (PU) shall fax or email a copy of the Purchase Request (PR) to facilitate the printing in advance.

2. The delivery terms applicable to this Contract are delivered at the Cebu Normal University, Osmeña Boulevard, Cebu City. Risk and title will pass from the Supplier to the PE upon receipt and final acceptance of the Goods at their final destination.
3. Printing timelines:
  - a. **Annual Report, Brand Manual printing and Annual Magazine:** 30 calendar days;
  - b. **Tarpaulin, sintra board printing and individual patients health record:** 10 calendar days; and
  - c. **Emergency provision:** Tarpaulin and sintra board layouts and/or printing must be delivered within 1 to 2 days upon notice for urgent needs
4. Delivery of the items shall be made by the Supplier in accordance with the terms set by the PE representative.
5. **Warranty Requirement:** The materials delivered must be free from defects and compliant with specifications for at least 30 days from acceptance.
6. **Inspection and Testing Clause:** PE reserves the right to inspect during and after production prior to final delivery.

## VII. PAYMENT TERMS

Payments shall be processed after the goods/printing materials are delivered. The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the result of the inspection conducted by the PE shall be final and binding upon the Supplier.

## VIII. TECHNICAL SPECIFICATIONS



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Unit	Item Description	Quantity	Unit Cost	Total Cost
lot	<b>PROCUREMENT OF PRINTING OF CNU ANNUAL REPORT, CNU BRAND MANUAL, ANG SUGA MAGAZINE AND INDIVIDUAL PATIENTS HEALTH RECORD</b>	1		
pcs	<b>CNU Annual Report 2025 (100 pcs) and CNU Brand Manual (100 pcs)</b> >Max of 100 pages (A4), including front and back covers >Full color cover and inside pages >Full Color Glossy card stock cover C2S (200-250 gsm) >Full color printing on coated matte paper 70-80 gsm >Color 414 >Embossed font and back covers >Perfect Binding or equivalent >Minimal layout editing included	200	949.00	189,800.00
pcs	<b>Ang Suga Magazine (75 copies)</b> >8"x10.75" >Maximum of 52 pages including cover >Full cover and inside pages >Full color glossy cover C2580 >Inside pages matte coated 70	75	2,004.00	150,300.00



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	>Color 414 >Embossed front cover >Perfect binding			
pcs	<b>Individual Patients Health Record</b> (sample form will be provided by Clinic)	4,500	30.00	135,000.00
lot	<b>PROCUREMENT OF TARPAULIN/SINTRA BOARD PRINTING</b>	1		-
pcs	2 ft x 4 ft	5	100.00	500.00
pcs	3 ft x 3ft	10	108.00	1,080.00
pcs	3 ft x 6 ft	10	216.00	2,160.00
pcs	4 ft x 6 ft	10	288.00	2,880.00
pcs	4 ft x 8 ft	4	288.00	1,152.00
pcs	4ft x 10 ft	5	500.00	2,500.00
pcs	5 ft x 8 ft	5	480.00	2,400.00
pcs	5 ft x 10 ft	10	600.00	6,000.00
pcs	6 ft x 8 ft	5	576.00	2,880.00
pcs	6 ft x 12 ft	5	864.00	4,320.00
pcs	7 ft x 9 ft	5	720.00	3,600.00
pcs	8 ft x 12 ft	5	1,152.00	5,760.00
pcs	10 ft x 18 ft	5	2,160.00	10,800.00
pcs	Standee-Tarpaulin (2 x 5ft) with stand	10	1,200.00	12,000.00
pcs	Standee-Tarpaulin (6 x 8ft)	6	580.00	3,480.00
pcs	Standee-Sintra Board (3 ft x 6 ft)	6	2,160.00	12,960.00
pcs	Standee-Sintra Board (4 ft x 8 ft)	6	3,840.00	23,040.00
pcs	Standee-Sintra Board (5 ft x 7 ft)	6	4,200.00	25,200.00



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pcs	Standee-Sintra Board (8 ft x 10 ft)	6	9,500.00	57,000.00
pcs	Life-sized sintra board checks	12	2,520.00	30,240.00
pcs	Office label printing (sintra board) 5 in x 22 in	17	200.00	3,400.00

Prepared by:

**DR. LELANI C. DAPAT**

Director, Information and FM Station Unit

Noted by:

**DR. LELANI C. DAPAT**  
 Director/End-User, IFMSU

**DR. MARIA EDEN C. ZARATE**  
 Technical Adviser, Ang Suga

**DR. MARNIE M. SALVE**  
 Head, Medical Services

**DR. LOUIECHI VON R. MENDOZA**  
 Dean, CPGSS

Approved by:

**DR. LAURENCE L. GARCIA**  
 SUC President III  
 Cebu Normal University



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