



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
Filipinernes Ambassade  
Copenhagen

LTR-LHL-06-2021



12 March 2021

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Copenhagen, Denmark, through its Bids and Awards Committee, hereby invites all interested printing services companies to quote their lowest price on the items listed below subject to the General Conditions stated herein and submit copy of their valid DTI business name registration or SEC registration certificate or CDA Registration certificate upon submission of price quotation.

Name of Project : Procurement of Printing Services for the following item/s for  
Official Use of the Embassy of the Philippines in Denmark:  
  
300 pieces Eco Bags with print (please see Sample in Annex A)  
in celebration of the 75<sup>th</sup> anniversary of the PH-DK bilateral  
relations

Approved Budget : Philippine Pesos (Php 42,000.00)  
For the Contract  
Location : 1st Floor, Arne Jacobsens Alle 13, Copenhagen 2300  
Specifications : See Annex "A" for the Technical Specifications  
Delivery Date : See Annex "B" for the Schedule of Requirements

Award of contract shall be made to the bidder with lowest and most responsive quotation, which complies with the minimum description as stated above and other terms and conditions stated in the Technical Specifications and Schedule of Requirements.

The Embassy of the Republic of the Philippines reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Price quotation shall be denominated in Philippine Pesos (Php) and shall include all taxes, duties, delivery charges, installation costs and/or other lawful charges. Suppliers are requested to submit a signed price quotation and indicate its acceptance of the attached technical specifications for the procurement.

Submission of quotation and eligibility documents is on or before **5:00 p.m. of 23 March 2021, Tuesday**, at the 1st Floor, Arne Jacobsens Alle 13, Copenhagen. Open submission may be submitted through email at [philemb.dk@gmail.com](mailto:philemb.dk@gmail.com).

For inquiries, you may contact us at tel. no. + 45 71 41 59 52.

Very truly yours,

**MARIA ANTONINA M. OBLENA**  
Deputy Chief of Mission & Consul General



## Technical Specifications

### I. Background

The Embassy of the Philippines in Denmark has committed to procure printing services in observance of the 75 Years of Philippines-Denmark Diplomatic Relations.

### II. Technical Specifications

Printing Services by interested printing companies for the following item/s:

Particulars	Quantity	Size	No. of sheets/pages (excluding cover)	Design Location	Design to be Printed in Each Item	Sample/Reference
Eco Bag	300 pcs	38x42 cm		Design that will appear in one side of the Eco bags ----->		
					Please see attached soft copy	

## **Annex B**

### **Schedule of Requirements**

#### **I. Schedule of Requirements**

<b>Item/Description</b>	<b>Delivery Schedule</b>
<b>Submission of Printer's Proof/Samples</b>	Within five (5) calendar days after receipt of the digital file from the Embassy
<b>Delivery of the items</b>	Delivery within 10 calendar days after the approval of the printer's proof

#### **II. Budget**

The proposed budget for this printing services contract is Php 42,000.00

#### **III. Terms of Payment**

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery;
2. Payment shall be subject to any applicable tax obligation.

#### **IV. Funding Source**

The proposed budget shall be charged against available Philippine Embassy funds.