



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
REQUEST FOR QUOTATION

P.R. No/Date : 18-04-142
April 18, 2018

RFQ No./Date: 18-06-145
June 1, 2018

Gentlemen/Ladies:

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2nd floor of the address below; and
4. The deadline for submission of your quotation is on 12:00nn of June 13, 2018.

The mode of procurement is **Small Value Procurement**, with an **Approved Budget for the Contract (ABC)** of **PhP95,200.00**

Your participation to this bidding shall be subject to the requirements as identified below:

- ☒ **Registered with PhilGEPS (Attach copy during submission of offer).***
- ☒ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ☐ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP95,200.00
- ☐ Award shall be made by lot (please bid for all items to avoid disqualification of bid).
- ☒ Award shall be made by item.
- ☒ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ☒ Procured items shall be delivered to NEDA sa Pasig.
- ☐ An Authority to Sell shall be submitted in bidding for branded ICT items (except supplies).
- ☐ For the repair of equipment/vehicle, on-site inspection of the unit shall be required before submission of bids.

ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012))

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a **per item** by lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

The delivery schedule shall be completed within thirty (30) calendar days to be reflected in the Purchase/Job Order. Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

Cynthia A. Villena
CYNTHIA A. VILLENA
Head, NBAC Secretariat

Dear Ms. Villena,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (PhP)
1	1	job	Reprinting and reproduction of NEDA 45th Anniversary Polo Shirt with the following specifications:			
			Design Front: 1 logo embroidery; Back: one-line text			
			Shirt: honeycomb style with collar and buttons			
			Color: sapphire blue/royal blue and dark gray			
			Print: digital embroidery-top quality			
			Quantity: 340 pieces			
			Note: Please see attached Terms of Reference for details.			
			*Qualification and Other Requirements			
			1. Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Omnibus Sworn Statement (see attached); and			
			c. Mayor's/Business Permit.			
			*****Nothing Follows*****			
			Note: This cancels RFQ No. 18-05-132			
TOTAL:						
				Amount in Words:		
Contractor's Declaration:				CONFORME		
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box";				Signature : _____		
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and				Name/Designation : _____		
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.				Name of Company : _____		
				Cheque payment payable to: _____		
				Address : _____		
				Telephone/Fax/Email : _____		
				TIN No. : _____ { VAT } { Non- VAT }		

TERMS OF REFERENCE

Reprinting and reproduction of NEDA's 45th Anniversary Polo Shirts

I. RATIONALE

The National Economic and Development Authority is the country's premier socioeconomic planning body, highly regarded as the authority in macroeconomic forecasting and policy analysis and research.

To facilitate its communication and advocacy program for the government's social and economic development plans, programs and policies, the NEDA-DIS deems it necessary to produce and procure information, education, and communication materials, including polo shirts, in celebration of its 45th anniversary. Employees who weren't provided with shirts due to limited quantity will be the target beneficiaries for this round of printing and production of the anniversary shirts.

II. SCOPE OF WORK

The NEDA-DIS shall hire the services of a service provider to produce NEDA 45th Anniversary Polo Shirts, with the following specifications:

Design	Front: 1 Logo Embroidery; Back: One-line text	
Shirt	Honeycomb Style with Collar and Buttons	
Color	Sapphire Blue/ Royal Blue and Dark Gray	
Print	Digital Embroidery-Top Quality	
Quantity	340	
Color and Size breakdown	Sapphire Blue/Royal Blue: Medium: 143 Large: 93 Extra Large: 53 2 Extra Large: 17	Dark Gray: Medium: 17 Large: 7 Extra Large: 7 2 Extra Large: 3

III. QUALIFICATION REQUIREMENTS

The service provider must submit documentary proof of the following requirements:

Eligibility Requirements:

1. Omnibus Sworn Statement (see attached) and;
 - a. PhilGEPS Registration Number; and
 - b. Mayor's/Business Permit.or
PhilGEPS Platinum Certificate if available.
2. Must be a domestic firm, either under sole proprietorship or corporation, with printing office and workshop located in NCR; and
3. Must have a minimum three (3) years of relevant work experience in required activities i.e. design, printing, as evidenced by either **samples of previous similar work** (actual

or photos of sample polo shirts and the like) or **approved job orders/purchase orders from past clients**. Work samples must be of excellent quality;

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved maximum budget for the printing and production of NEDA polo shirts is **Ninety-Five Thousand Two Hundred Pesos (PHP95,200.00)** inclusive of all government taxes, warranties and fees.

V. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Submit sample of the agreed polo shirt material to be signed by both parties for future reference;
2. Before mass production of the polo shirts, submit first color proof within five (5) calendar days from receipt of final artwork from NEDA; and second proof within five (5) calendar days after receipt of revised first proof from NEDA. Proofs are subject to revision and correction;
3. Print and deliver the polo shirts within prescribed schedule; and

Deliverables	Due Date
First Proof	Within five (5) calendar days from receipt of final artwork from NEDA
Second Proof	Within five (5) calendar days from receipt of comments and revisions on the first proof from NEDA
Delivery of Polo Shirts	Within 30 calendar days from submission of approved color proof

4. Replace any printed polo shirts deemed by NEDA to be damaged or defective.

VI. DUTIES AND RESPONSIBILITIES OF NEDA

1. Approve sample polo shirt material;
2. Provide the soft copy of the overall layout and design;
3. Review and approve the color proofs;
4. Receive, inspect, and accept printed polo shirts that comply with end-user requirements; and
5. Pay the fees for the printing services rendered by the service provider after (a) receipt, inspection, and acceptance of printed polo shirts and (b) compliance with documentary requirements for processing of payment.

VII. PAYMENT SCHEME

Full payment of the contract shall be paid upon receipt of billing and the issuance of the corresponding Certificate of Satisfactory Service by the end-user.

VIII. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1 percent of

the unperformed portion for every day of delay to be deducted from the payment to the service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Pasig City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

<p style="text-align: center;">Conforme:</p> <hr/> <p style="text-align: center;">Bidder's Company Name</p> <hr/> <p style="text-align: center;">Name & Signature of Authorized Representative</p> <hr/> <p style="text-align: center;">Designation</p> <hr/> <p style="text-align: center;">Date</p>
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