



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR QUOTATION**

P.R. No./Date : 18-05-197  
May 29, 2018

RFQ No./Date : 18-06-149  
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 stationery 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 2<sup>nd</sup> floor of the address below; and
4. The deadline for submission of your quotation is on 18 JUNE 13, 2018.

**The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP400,000.00**

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 PhP400,000.00
  - ☐ 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 forty-five (45) 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	Printing and production of 2,000 pieces NEDA bag with the following specifications:			
			<b>Size:</b> 11" x 12" x 3.25"			
			<b>Material:</b> Canvass and nylon/polyester			
			<b>Color:</b> <b>Body:</b> silver/cream/gray;			
			<b>Base and Flap:</b> blue, yellow & red (Philippine flag theme)			
			<b>Body:</b> With fabric lining and 2 magnetic buttons/locks for flap			
			<b>Front:</b> <b>Print Area:</b> 5" x 12" <b>Color:</b> full color print			
			Vinyl heat transfer			
			<b>Insides:</b> With full padded foam for support and two (2) pockets			
			<b>Packaging</b> Individually packed with biodegradable bag			
			<b>Additional Features:</b>			
			Bag Straps: canvass or regular material (must be high quality)			
			with shoulder pads			
			<b>Note: Please see attached Terms of Reference for details.</b>			
			<b>*Qualification and Other Requirements</b>			
			<b>Must submit the following:</b>			
			a. PhilGEPS Registration Number;			
			b. Omnibus Sworn Statement (see attached); and			
			c. Mayor's/Business Permit			
			*****Nothing Follows*****			
<b>TOTAL:</b>						
<b>Contractor's Declaration:</b> 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";  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  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.				<b>Amount in Words:</b>		
				<b>CONFORME</b>  <b>Signature :</b> _____  <b>Name/Designation :</b> _____  <b>Name of Company :</b> _____  <b>Cheque payment payable to:</b> _____  <b>Address :</b> _____  <b>Telephone/Fax/Email :</b> _____  <b>TIN No. :</b> _____   VAT   Non- VAT		

## TERMS OF REFERENCE

### *Printing and Production of NEDA Bag*

#### 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 Development Information Staff (DIS) deems it necessary to produce and procure information, education, and communication materials, including bags, which will carry the NEDA brand.

#### II. SCOPE OF WORK

The NEDA-DIS shall hire the services of a bag manufacturer to produce NEDA bags with the following specifications:

<b>Quantity</b>	2000 pieces
<b>Size</b>	11" x 12" x 3.25"
<b>Material</b>	Canvas and Nylon/Polyester
<b>Color</b>	Body: Silver/Cream/Gray; Base and Flap: Blue, Yellow and Red (Philippine Flag Theme)
<b>Body</b>	With Fabric lining
	2 Magnetic Buttons/Locks for Flap
<b>Front</b>	Print Area: 5" x 12" Color: Full Color Print; Vinyl heat transfer
<b>Insides</b>	With full padded foam for support and two (2) pockets
<b>Packaging</b>	Individually packed with biodegradable bag
<b>Additional Features</b>	Bag Straps: Canvas or Regular Material (must be high quality) with shoulder pads

*Please see attached picture/illustration for reference*

#### III. QUALIFICATION REQUIREMENTS

The Service Provider must submit documentary proof of the following requirements:

##### **Eligibility Requirements:**

1. Omnibus Sworn Statement (see attached) and;
  - a. (a) PhilGEPS Registration Number and (b) Mayor's/Business Permit or
  - b. PhilGEPS Platinum Certificate if available.
2. Must be a domestic firm, either under sole proprietorship or corporation, with factory and workshop located in Greater Capital Region;



3. Must have a minimum of three (3) years of relevant work experience in required activities i.e. bag manufacturer, as evidenced by pictures/images/photographs of at least three (3) samples of previous similar work (i.e. bags, laptop cases, pouches, executive bags, etc.). Submitted pictures/images/photographs must be of high resolution.

#### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **FOUR HUNDRED THOUSAND PESOS (₱ 400,000.00)** inclusive of all government taxes, warranties and fees.

#### **V. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. Submit sample of the agreed fabric and materials, to be signed by both parties for future reference;
2. Before the production of the bags, submit the first prototype within eight (8) calendar days; Submit second prototype within seven (7) calendar days for revisions or alter requests deemed by NEDA;
3. Produce and deliver the bags within prescribed schedule; and

<b>Deliverables</b>	<b>Due Date</b>
First bag prototype	Within eight (8) calendar days from receipt of final artwork from NEDA
Second bag prototype	Within seven (7) calendar days from receipt of comments and revisions on the first prototype from NEDA
Delivery of NEDA bags	Within 30 calendar days from submission of approved bag sample signed by NEDA

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

#### **VI. DUTIES AND RESPONSIBILITIES OF NEDA**

1. Approve sample fabric and materials;
2. Provide the sample prototype of the overall layout and design;
3. Approve prototypes of the bags;
4. Receive, inspect, and accept bags that comply with end-user requirements; and
5. Pay the fees for the production services rendered by the company after (a) receipt, inspection, and acceptance of produced bags, 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.

**Conforme:**

\_\_\_\_\_  
**Bidder's Company Name**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

# NEDA Bag Concept



Front Design with 11" x 12" with Canvas and Nylon/Polyester Material. Colors of Silver, Cream, Blue, Yellow and Red. Optional of Coconut Buttons or Native Decorations



**Back Design**



With two (2) magnetic snaps/locks instead of Velcro.



**Inside Design** with padded foam for support and two (2) pockets



**Side Design of 3.25 inches** with Straps. Optional of Straps with Shoulder pads

## NEDA Bag Print Area



a

Print Areas  
on A or B atleast  
5"x12" pref. Vinyl  
Heat Transfer

b