



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : 18-07-260,
July 19, 2018,

RFQ No./Date: 18-07-186,
July 23, 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 2nd floor of the address below; and
4. The deadline for submission of your quotation is on ~~10:00AM~~ of July 30, 2018.

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP65,000.00.

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 PhP65,000.00.
- 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/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 please see attached Terms of Reference 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.

DULCE AGNES S. MARQUEZ
 Head, NBAC Secretariat

Dear Ms. Marquez,

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	Production and printing of staff polo shirts for the			
			Build, Build, Build Jobs Caravan,			
			Specifications:			
			Polo shirt, Free size			
			Front design: full-color embroidery			
			Back design: one-color embroidery			
			Color: Navy blue, Fabric: cotton-polyester			
			Quantity: 200 pieces			
			(Note: Please see attached Terms of Reference for the details)			
			*Qualification and Other Requirements			
			Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Omnibus Sworn Statement (see attached); and			
			c. Mayor's/Business Permit.			
			*****Nothing Follows*****			
			Note: Please take note of the stated requirements above.			
			Delivery Period: see stated schedule above.			
			Payment Terms: Payment will be processed after the delivery of goods.			
			The winning bidder shall provide Sales Invoice and Delivery Receipt.			
TOTAL:						
Contractor's Declaration: 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.				Amount in Words:		
				CONFORME Signature : _____ Name/Designation : _____ Name of Company : _____ Cheque payment payable to: _____ Address : _____ Telephone/Fax/Email : _____ TIN No. : _____ VAT Non- VAT		

TERMS OF REFERENCE

Production and Printing of staff polo shirts (200 pcs) for the Build, Build, Build Jobs Caravan

I. Rationale

The *Build, Build, Build* Interagency Core Committee (BBB-CC), of which the NEDA is a member, is holding a Jobs Caravan at the SMX Convention Center on August 12, 2018. The event aims to promote the government's infrastructure program, and will serve as a job fair for 11,000 infrastructure-related vacant positions under the administration's *Build, Build, Build* program.

NEDA was tasked by the BBB-CC to provide t-shirts for the Caravan's secretariat, which will be composed of 200 representatives from the BCDA, DPWH, DOTr, DOF, DBM, and NEDA.

II. Scope of Work

The NEDA-DIS shall hire the services of a printing company to produce 200 T-shirts that have the following specifications:

Type	Polo T-shirt
Design	Front: full-color embroidery Back: one-color embroidery
Size	Free Size
Color	Navy Blue
Material	Cotton-Polyester
Quantity	200 pieces

Design:



III. Qualifications/Requirements

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

1. Omnibus Sworn Statement and
 - a. PhilGEPS Registration Number and Mayor's/Business Permit, or
 - b. 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 ABC is Sixty-Five Thousand Pesos (PhP65,000.00) including all applicable government taxes and service charges.

V. Duties and Responsibilities of Service Provider

- A. Before printing the T-Shirts, submit color proof within two (2) calendar days from receipt of final artwork from NEDA. Proofs are subject to revision and correction;
- B. Print and deliver the T-Shirts within prescribed schedule; and
- C. Replace any printed T-Shirts deemed by NEDA to be damaged or defective.

Deliverables	Due Date
Proof	Within two (2) calendar days from receipt of final artwork from NEDA
Delivery of T-Shirts (200 pcs)	Within eight (8) calendar days from submission of approved color proof

VI. Duties and Responsibilities of NEDA

- A. Approve sample T-Shirt;
- B. Provide soft copy of overall layout and design;
- C. Review and approve color proofs;
- D. Receive, inspect, and accept printed T-Shirts that comply with end-user requirements; and
- E. Pay the fees for the printing services rendered by the firm/company after (a) receipt, inspection, and acceptance of printed T-Shirts, and (b) compliance with documentary requirements for processing of payment.

VII. Mode of Procurement

The mode of procurement shall be small-value procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VIII. Payment Scheme

Full payment shall be based after the issuance of the following:

- a. Billing Statement; and
- b. Certificate of Satisfactory Service issued by NEDA

IX. 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.

X. Dispute Resolution

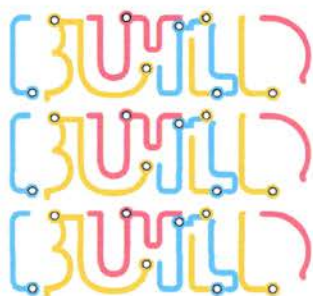
In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Pasig City.

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

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;">Company Name</p> <hr/> <p style="text-align: center;">Name & Signature of Authorized Representative</p> <hr/> <p style="text-align: center;">Designation</p>
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Front logo (color print):

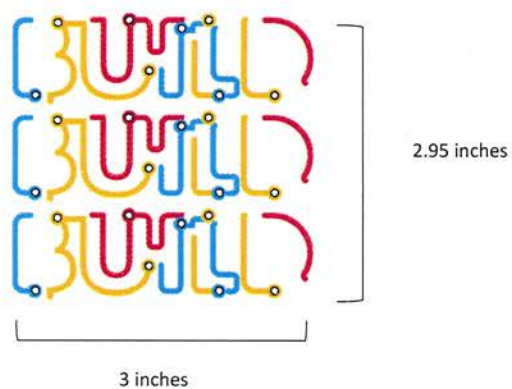


Back logos (white print on navy blue fabric):



BCDA
Bases Conversion and
Development Authority

Front logo (color print):



Back logos (white print on navy blue fabric):

