



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No./Date: 18-08-287/
August 3, 2018

RFQ No./Date: 18-08-209/
August 15, 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 9:00AM of August 24, 2018.

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP100,000.00.

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 PhP100,000.00
- ☐ 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 (see Terms of Reference) calendar day/s from receipt of the 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.

for Monica P. Pagunsan
MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Dear Ms. Pagunsan,

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	Provision of layout and printing services for the updated Philippine Development Plan 2017-2022 Results Matrices (PDP-RM)			
			(Please see attached Terms of Reference for details)			
			*Qualification and Other Requirements			
			Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Mayor's/Business Permit;			
			c. Omnibus Sworn Statement (see attached); and			
			d. Certificate of Satisfactory Service/Completion from at least three (3) clients for the last three (3) years.			
			*****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:						
				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

PROVISION OF LAYOUT AND PRINTING SERVICES OF THE UPDATED PHILIPPINE DEVELOPMENT PLAN 2017-2022 RESULTS MATRICES (PDP-RM)

I. RATIONALE

With the implementation of the Philippine Development Plan (PDP), the Results Matrices' purpose has shifted from a planning tool to a performance assessment tool, and shall thus be monitored on an annual basis with the Cabinet Clusters as the lead pursuant to Executive Order No. 24 series of 2017. Results of the annual monitoring shall feed into the Socioeconomic Report (SER) which is prepared by the NEDA Secretariat on an annual basis. The PDP-RM contains statements of objectives with corresponding indicator framework for the various levels of results (goal and outcomes) to be achieved under the Plan.

As the PDP's principal monitoring and evaluation (M&E) instrument, the printing and distribution of the RM will facilitate coordination and harmonization of efforts in tracking the PDP progress and subsequent assessment of the PDP and its performance measurements.

Hence, the procurement of services of a printing firm is required.

II. SCOPE OF WORK

A firm/company will be engaged in the layout and printing of the Updated PDP-RM 2017-2022. The book's specifications are as follows:

Size	8 ½ x 11 inches
Process	Color offset
Binding	Smythe sewn, perfect bind
Stock	Cover: C2S 180lbs with matte lamination and spot UV Inside: Matte Satin 80lbs
Color	Cover: 4 colors, 1 side Inside: 4 colors, 2 sides
Quantity	100 copies
Cover design and layout template	To be supplied by NEDA
No. of pages	82 pages including 4 pages cover (estimate)

III. QUALIFICATION REQUIREMENTS

The printing firm/company **must submit (as part of the bid)** documentary proof of the following requirements:

1. Omnibus Sworn Statement (see attached);
2. (a) PhilGEPS Registration Number and (b) Mayor's/Business Permit or (c) PhilGEPS Platinum Certificate if available;
3. Must be a domestic firm, either under sole proprietorship or corporation located in Metro Manila;
4. Must have a minimum of three (3) years of relevant work experience in layout and printing;
5. Has maintained good professional relationships with former clients as evidenced by

certificate of satisfactory service/completion from at least three (3) clients for the last three (3) years;

6. Has the following facilities:

- Windows or macOS workstation with the following specifications: Operating System: Microsoft Windows 7 or later OS (win) /macOS 10.10 or later OS (mac); Processor: Intel Pentium 4 or AMD Athlon 64 or higher processor (win)/Multicore Intel or higher processor (mac); RAM: At least 4GB of RAM; Software: with Adobe InDesign, Photoshop, Illustrator and Acrobat installed*; workstation monitors**; access to internet
- Color printers for hard copy guides**
- Matchprint digital color proofer or equivalent**
- CTP platesetter
- 4-color digital offset press**
- Smythe Sewing and Perfect Binding machine
- Matte laminator
- In-house graphic artist

*Notes: *Adobe Products should be compatible or could work with Adobe (2017) CC files*

***Workstation monitors, color printers, proofing machines and digital offset press must be color-calibrated/color-managed.*

7. Has an experienced in-house or partner/subcontractor graphic artist in book design and layout.

- Graphic artist must be able to apply principles of good publication design (eg., appropriate use of typography, images, and white space) to maximize readability and usability
- Graphic artist must be able to use Indesign layout templates and modify/improve on these as necessary, in close coordination and with due approval from client

Note: The winning bidder will submit samples of personalized/corporate/promotional materials (e.g. magazines, books, annual reports, and the like) as part of validation.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the printing of the Updated PDP-RM 2017-2022 is **One Hundred thousand pesos (PhP100,000) inclusive of all applicable government taxes and charges.**

V. DUTIES AND RESPONSIBILITIES OF THE PRINTING FIRM

1. Develop and submit for approval a comprehensive layout based on content (text, tables, graphs, other images) and template to be provided by client. (Graphic artist may modify/improve the template, subject to client approval)
2. Incorporate client corrections and revisions in the second comprehensive layout and/or final artwork, and submit the same for client approval.
3. Upon client approval of final artwork, layout artist will forward all layout files to printing firm/department for further pre-press work and press run.
4. Submit sample of the agreed paper stock together with final proof, to be signed by both parties for future reference.
5. Submit at least two (2) color proofs before the printing of the PDP-RM 2017-2022. First proof must be submitted within 7 calendar days from submission of NEDA of the final artwork (camera ready), and succeeding proofs must be submitted within 5 calendar days from submission of revised proof from NEDA.
6. Print and deliver the 100 copies of PDP-RM 2017-2022 within 15 calendar days from submission of approved final proof.
7. Replacement of any printed document deemed by NEDA to be damaged or defective at no additional cost to NEDA within 15 calendar days from receipt of notice from NEDA on damaged or defective documents.

VI. DUTIES AND RESPONSIBILITIES OF NEDA

1. Provide the content (text, tables, graphs, images) and layout template.
2. Approve sample paper stock.
3. Review and approve the color proofs. NEDA-MES will issue a certification of acceptance of the final proof.
4. Receive, inspect and accept printed copies that comply with end-user requirements.
5. Notify in writing the printing firm within 10 calendar days from delivery of the printed documents for any copy found to be damaged or defective.
6. Issue a Certificate of Satisfactory Service.
7. Pay the fees for the printing services rendered by the firm/company after (a) receipt, inspection and acceptance of printed copies 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 statement by the service provider and the issuance of the corresponding Certificate of Satisfactory Service by 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% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, NEDA shall 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.

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