

REQUEST FOR QUOTATION

RFQ No./Date: 18-07-189
July 26, 2018

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 August 7, 2018

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 PhP300,000.00
☐ 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.

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 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. Ibo in the address/telephone numbers below.

MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Dear Ms. Pagunsan,

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

[illegible]

TERMS OF REFERENCE

Fabrication of 80 Institutional Jackets to NEDA Management Committee Members and its Secretariat

A. RATIONALE

The Management Committee (MANCOM) is composed of NEDA third level officials starting with the Secretary of Socioeconomic Planning down to the Undersecretaries, the Assistant Secretaries, the Directors and the Assistant Directors from the NEDA Central Office and Regional Offices, and the heads of NEDA's attached agencies.

Said officials represent NEDA and its attached agencies in various meetings and conferences with officials and executives from other government agencies, the business sector, development partners, and other stakeholders.

In this regard, it is necessary for NEDA and its attached agencies to have an institutional and professional image. One way of enhancing such image is the provision of suit jackets to the MANCOM members and its secretariat. Jackets will enable development stakeholders and partners to identify representatives of NEDA and its attached agencies during meetings and conferences. Given the nature of representation required during official meetings and conferences, wearing suit jacket with the NEDA logo is desirable.

B. SCOPE OF WORK AND SPECIFICATIONS

The suit jacket shall be provided in accordance with the following specifications, design and workmanship requirements:

1. Suit jacket specifications and design

Item	Description
Size	Dependent on the tailor measurements of the MANCOM members and its secretariat
Fit/ shape/ cut	<ul style="list-style-type: none">• Tailored fit• Classic (for men); slim-fit (for ladies)
Buttoning	Single breasted two-button
Buttons	<ul style="list-style-type: none">• Color of buttons should complement the fabric of the jacket.• The jacket should have two buttons (kissing) on each sleeve.
Lapel	<ul style="list-style-type: none">• Type: Notched• Width: Narrow• Number of buttonhole: One (1) buttonhole with a hand-sewn lining to support the flower and a boutonniere latch (left lapel of the jacket) to secure stem of the flower

Item	Description
	<ul style="list-style-type: none"> • Stitching: None • Fabric: Same as jacket • The lapel should extend to just about the mid-point between the collar and the shoulders.
Outer shell fabric	<ul style="list-style-type: none"> • Color: Black • Type: Worsted wool • Water and stain repellent
Interior lining (full) fabric	<ul style="list-style-type: none"> • Type: Cupro • Color: Purple
Pockets	<p>Hand pockets (exterior):</p> <ul style="list-style-type: none"> • Number of pockets at the bottom front side of the jacket: Two (2) pockets • Style: Besom/ piped/ welt/ jetted <p>Breast pocket (exterior):</p> <ul style="list-style-type: none"> • Number of pocket: One (1) pocket on the left breast side • Style: Besom/ piped/ welt/ jetted <p>Interior pockets:</p> <ul style="list-style-type: none"> • Number of pockets: Two (2) pockets (one on the left and one on the right), each of which is roomy enough to fit a passport
Vent	<ul style="list-style-type: none"> • Single vent/ slit at the center bottom of the jacket's back
Logo	<ul style="list-style-type: none"> • NEDA logo embroidered at the upper-left, front side of the jacket • Embroidery color: gray or less prominent than the color of fabric of the jacket (whichever contributes to the pleasing appearance of the jacket) • Diameter: 3 inches X 3 inches • Texts should be readable
Monogram	<ul style="list-style-type: none"> • Last name embroidered on inner pocket • Font: Garamond (style), 20 (size), black (color)

Below are the designs of the men's and ladies' suit jackets to be followed in the production.

Design for Men's Suit Jacket



Design for Ladies' Suit Jacket



2. Workmanship

- The garments shall be cut and made with first-class workmanship.
- The garments shall be free from defects that affect appearance and durability.
- The garments shall be free from marks, stains, and spots incurred during marking.
- All seams should be smooth and fully taped.
- Seams and stitches shall be free from twists, crinkles, and shrinkages.
- All ends of sewing should be trimmed.
- Loose threads should be removed.
- All ends of sewing not secured in seams shall be adequately back-tracked.
- The interior lining should lay flat.
- The jackets shall be of uniform and acceptable make, color and finish.
- The shades of the component parts shall complement.

C. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Three Hundred Thousand Pesos (PHP300,000.00) for eighty (80) MANCOM members and secretariat, inclusive of applicable government taxes and service charges.

D. QUALIFICATION

The Service Provider must:

1. Have been operating in manufacturing, sale and distribution of suit jackets for at least three (3) years;
2. Provide certificates of satisfactory service from at least three (3) previous clients;
3. Submit the following documentary requirements: (i) Mayor's/ Business Permit; (ii) PhilGEPS Registration Number; and (iii) Omnibus Sworn Statement.

E. VALIDATION OF LOWEST CALCULATED QUOTATION

During the validation of the lowest calculated quotation by the end-user, the service provider with the lowest calculated quotation is requested to submit samples of its men's and ladies' suit jackets for verification of workmanship.

F. MODE OF PROCUREMENT

The mode of procurement is Negotiated Procurement-Small Value Procurement (SVP).

G. DUTIES AND RESPONSIBILITIES OF THE WINNING SERVICE PROVIDER

1. The winning Service Provider shall provide prototypes of the men's and ladies' suit jackets consistent with the specifications, design and workmanship requirements and have them approved by the Head of the MANCOM Secretariat prior to production.
2. The Service Provider shall provide for the tailor measurements.
3. The Service Provider shall deliver all the 80 pieces of jacket within 45 calendar days upon approval of the prototype.

4. The Service Provider shall correct manufacturing defects (e.g. zipper malfunctions, marks, stains, spots, twists, crinkles, shrinkages, untrimmed ends of sewing, among others) within a period of two (2) months.

H. PAYMENT SCHEME

Full payment of the contract shall be paid after issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Inspection and Acceptance Certificate to be issued by NEDA.

I. LIQUIDATED DAMAGES

In case of failure to satisfactorily deliver the suit jackets under the contract within the specified delivery schedule, the supplier shall be liable for damages, inclusive of duly granted time extensions, for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed jackets scheduled for delivery for every day of delay until such jackets are finally delivered and accepted.

J. DISPUTE RESOLUTION

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 law suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the contract must be in writing, duly signed and acknowledged by both parties.

Conforme:

Signature over Printed Name

Designation

Name of Registered Business

Date