



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## REQUEST FOR QUOTATION

P.R. No/Date : 18-08-313  
August 23, 2018

RFQ No./Date: 18-08-220  
August 30, 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 12:00nn of September 7, 2018

The mode of procurement is **Small Value Procurement**, with an **Approved Budget for the Contract (ABC)** of **PhP200,000.00**

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 PhP200,000.00
- ☐ 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 30 calendar day/s from receipt of 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.

*[Signature]*  
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	<b>Printing and Production of 2019 NEDA Desk Calendars</b>			
			<b>with the following specifications:</b>			
			<b>No. of Leaves:</b> 8 Leaves			
			<b>Size:</b> 6" x 8" (leaves); 6.25" x 8" (standee)			
			<b>Color: Leaves</b> Full color (both sides)			
			<b>Standee:</b> No Print			
			<b>Box:</b> One Color (one side print); with matte lamination			
			<b>Stock: Leaves</b> C2S 180lbs. With matte lamination and spot UV all leaves			
			<b>Standee:</b> Pasteboard #30 covered with Arlin Cloth			
			<b>Box:</b> Foldcote #12			
			<b>Process:</b> Offset Printing			
			<b>Others:</b> File supplied; with die-cutting and pasting on box			
			<b>Binding:</b> Double Loop Wire			
			<b>Quantity:</b> 1,500 pieces			
			<b>Note: See attached Terms of Reference (TOR) for the details.</b>			
			<b>*Qualification and Other Requirements</b>			
			<b>Must submit the following:</b>			
			a. PhilGEPS Registration Number;			
			b. Mayor's/Business Permit;			
			c. Omnibus Sworn Statement (see attached); and			
			c.1 Photocopy of government issued ID; and			
			c.2 Notarized Special Power of Attorney, Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.			
			<b>Note: Please take note of the stated requirements above.</b>			
			<b>Delivery Period:</b> see stated schedule above.			
			<b>Payment Terms:</b> Payment will be processed after the delivery of goods.			
			The winning bidder shall provide Sales Invoice and Delivery Receipt.			
			<b>TOTAL:</b>			
			<b>Amount in Words:</b>			
<b>Contractor's Declaration:</b>			<b>CONFORME</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>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			
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.						

## TERMS OF REFERENCE

### *Printing and Production of 2019 NEDA Desk Calendars*

#### I. RATIONALE

The National Economic and Development Authority (NEDA) 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 desk calendars, which will carry the NEDA brand. These desk calendars will be distributed to NEDA stakeholders as tokens/giveaways.

#### II. SCOPE OF WORK

The NEDA-DIS shall hire the services of a printing press to produce NEDA desk calendars, with the following specifications:

<b>No. of Leaves</b>	8 leaves
<b>Size</b>	6" x 8" (leaves); 6.25" x 8" (standee)
<b>Color: Leaves</b>	Full color (both sides)
<b>Standee</b>	No Print
<b>Box</b>	One color (one side print); with matte lamination
<b>Stock: Leaves</b>	C2S 180lbs. with matte lamination and spot UV all leaves
<b>Standee</b>	Pasteboard # 30 covered with Arlin Cloth
<b>Box</b>	Foldcote #12
<b>Process</b>	Offset printing
<b>Others</b>	File Supplied; with die-cutting and pasting on box
<b>Binding</b>	Double Loop Wire
<b>Quantity</b>	1,500 pieces

#### III. QUALIFICATION REQUIREMENTS

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

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

1. Omnibus Sworn Statement (see attached);
2. PhilGEPS Registration Number; and
3. Mayor's/Business Permit

4. Must be a domestic firm, either under sole proprietorship or corporation, with printing office and workshop located in NCR;
5. Has maintained good professional relationships with former clients as evidenced by certificates of satisfactory service from at least three (3) clients for the last three (3) years.

**To be submitted as part of validation and post-qualification:**

1. Must have relevant work experience in required activities i.e. design, printing, as evidenced by samples of previous similar work (full color calendars and the like). Work samples must be of excellent quality;
2. Has the following facilities to ensure compatibility between DIS graphics and layout output and pre-press production processes:
  - Mac Pro or Pentium Core Duo workstations or higher, equipped with PowerPC G5 or 1.5GHz or faster processor and preferably equipped with Adobe InDesign and Photoshop CS4 or higher\*
  - Color printers for hard copy guides\*
  - Matchprint digital color proofer or equivalent\*
  - CTP platesetter
  - 4-color digital offset press\*
  - Matte laminator
  - In-house graphic artist

*\*Note: workstation monitors, color printers, proofing machines and digital offset press must be color-calibrated/color-managed.*

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

The ABC is **TWO HUNDRED THOUSAND PESOS (PHP 200,000.00).**

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

1. Submit sample of the agreed paper stock to be signed by both parties for future reference;
2. Before the production the NEDA desk calendars, 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 NEDA desk calendars within prescribed schedule; and
4. Replace any printed calendars deemed by NEDA to be damaged or defective.

<b>Deliverables</b>	<b>Due Date</b>
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 the NEDA desk calendars	Within 30 calendar days from submission of approved color proof.

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

1. Approve sample paper stock;
2. Provide the soft copy of the overall layout and design;
3. Review and approve the color proofs;
4. Receive, inspect, and accept printed copies 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 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 and the issuance of the corresponding Certificate of Satisfactory Service by the end-user.

## **VIII. LIQUIDATED DAMAGES**

Failure of the service provider to comply with the Terms and Conditions of the agreement will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the unperformed portion for every day of delay by the winning supplier. 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;"><b>Conforme:</b></p> <hr/> <p style="text-align: center;"><b>Bidder's Company Name</b></p> <hr/> <p style="text-align: center;"><b>Name &amp; Signature of Authorized Representative</b></p> <hr/> <p style="text-align: center;"><b>Designation</b></p> <hr/> <p style="text-align: center;"><b>Date</b></p>
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