



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No./Date : 18-09-369

September 19, 2018

RFQ No./Date: 18-09-252

September 21, 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 9:00 AM of September 25, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP150,000.00.

Your participation to this bidding shall be subject to the requirements as identified below:

- ☒ **Registered with PhilGEPS (Attach a copy to your quotation/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 PhP150,000.00
- ☐ 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 seven calendar days 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. Ibo 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	Fabrication of Six Hundred (600) Customized Tumblers with NEDA logo and ISO 9001:2015 Certification Label/Print (Please see attached Terms of Reference for the details) Must submit the following: 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. *****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:

- 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";
- 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
- 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.

CONFORME

Signature : _____

Name/Designation : _____

Name of Company : _____

Cheque payment payable to: _____

Address : _____

Telephone/Fax/Email : _____

TIN No. : _____ | VAT | Non- VAT

TERMS OF REFERENCE

Fabrication of Customized Tumblers with NEDA logo and ISO 9001:2015 Certification Label/Print

I. Rationale

The achievement of ISO 9001:2015 Certification of an organization is more than just a milestone, but an evidence of its commitment to maintain the trust and confidence of its stakeholders, and to improve and ensure consistency of the services it delivers. The government-wide Quality Management Program was established, under the helm of the Government Quality Management Committee (GQMC), to support this initiative of continual improvement.

The National Economic and Development Authority – Central Office (NEDA-CO) began its efforts to achieve ISO 9001:2015 Certification on December 2016. With NEDA Management's full backing and support and through the continual and coordinated efforts made by all concerned Offices and Staffs, NEDA-CO complied with the Standard's requirement and awarded its Certification on September 12, 2018.

There is a need to sustain the said Certification and ensure NEDA-CO's continued compliance to the Standard's requirements and to its own, information and awareness campaigns are conducted. In this regard, we are procuring customized tumblers indicating the milestone of attaining ISO 9001:2015 Certification and distribution to NEDA-CO officials and personnel is part of the continuing information drive to make all NEDAns aware of this milestone.

II. Scope of Work and Job Specifications

The service provider shall be able to deliver tumblers with the following specifications and design:

a. Design	(Please refer to Annex A)
b. Material	b.1 Body – Stainless Steel Hot and Cold Portable b.2 Lid – Plastic, Secure Screw-On Lid, Push Flip Cap with lock
c. Color	Black
d. Print	(Please refer to Annex B)
e. Quantity	600 pieces
f. Size	500 ml

III. Qualification Requirements

The service provider must submit the following eligibility requirements:

1. Omnibus Sworn Statement (copy attached);
 - 1.1. Photocopy of government issued ID; and
 - 1.2. Notarized Special Power of Attorney, Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.
2. PhilGEPS Registration Number (or PhilGEPS Certificate);
3. Mayor's/Business Permit;

4. Must be a domestic firm, either under sole proprietorship or corporation located in NCR
5. Has maintained good professional relationships with former clients as evidenced by Certificates of Satisfactory Service for similar work from at least three (3) clients for the last three (3) years; and
6. Must submit actual samples for similar works from at least three (3) clients for the last three (3) years (*shall be submitted during post-qualification stage*).

IV. Approved Budget for the Contract (ABC)

The ABC is **One Hundred Fifty Thousand (PHP150,000.00)** inclusive of all government taxes, warranties and fees.

V. Duties and Responsibilities of the Service Provider

1. Submit prototype of the tumbler with the customized print and have the prototype approved by the Director of Financial, Planning and Management Staff and Head of the ISO Core Team Secretariat prior to its production.
2. Fabricate and deliver customized tumblers within prescribed schedule; and

Deliverables	Due Date
Prototype	Within 3 calendar day after conforme with the job order
Delivery of Tumbler	1st Batch: One hundred (100) tumblers, Within 7 calendar days from approved prototype 2 nd Batch: Five Hundred (500) tumblers, Within 21 calendar days from the date of delivery of the 1 st batch

3. Replace any fabricated customized tumblers deemed by NEDA to be damaged and/or defective without additional cost to NEDA.

VI. Mode of Procurement

The mode of procurement shall be Small Value Procurement provided under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VII. Payment Scheme

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

1. Billing statement by the Service Provider; and
2. Certificate of Satisfactory Service issued by NEDA.

VIII. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment of liquidated damages in the amount equal to 1/10 of 1 percent of the undelivered 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

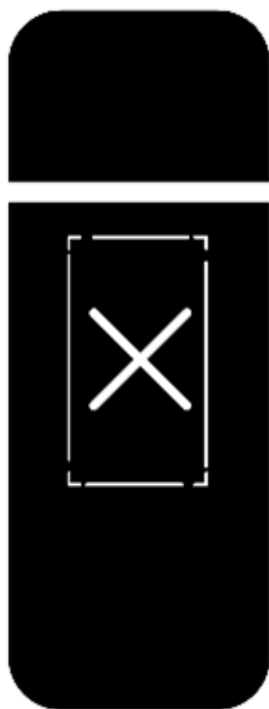
2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by both parties.

Conforme:
<hr/>
Bidder's Company Name
<hr/>
Name & Signature of Authorized Representative
<hr/>
Designation
<hr/>
Date

DESIGN



PRINT

FRONT

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2.5 inches

2 inches

BACK

Font (white)
Certificate Number: Roboto Bold
Scope: Roboto Italic



1.25 inches

1.5 inches