



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : 18-09-383  
September 28, 2018

RFQ No./Date: 18-10-271  
October 10, 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 stationary 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 18:00pm of October 17, 2018

**The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP160,000.00**

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 PhP160,000.00
- 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 shall be completed within the schedule stated in the TOR, i.e. 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. Ilnio 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.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (Php)
1	1	Job	Printing and Production of 20,000 copies of Economic and Financial Literacy Brochures			
			Please see attached Terms of Reference (TOR) for details.			
			<b>*Qualification and Other Requirements</b>			
			Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Mayor's or Business Permit (current and valid); and			
			(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification.)			
			c. Omnibus Sworn Statement (see attached); and			
			c.1 Photocopy of government issued ID; and			
			c.2 Notarized Secretary's Certificate / Board Resolution / Partnership Resolution / Special Power of Attorney / DTI Certificate Number, whichever is applicable.			
			*****Nothing Follows*****			
			<b>Note:</b> Please take note of the stated requirements above.			
			<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>			
			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.			
			<b>CONFORME</b>			
			<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			

## TERMS OF REFERENCE

### *Printing and Production of 20,000 copies of Economic and Financial Literacy Brochures*

#### I. BACKGROUND & RATIONALE

The National Economic and Development Authority (NEDA) through Republic Act No. 10922 leads the annual celebration of the Economic and Financial Literacy Week (EFLW), which is set every second week of November.

NEDA is mandated to plan, initiate, execute, and encourage knowledge-expanding activities on economic and financial literacy, which may be adopted by government agencies (including government-owned and-controlled corporations (GOCCs) and local government units (LGUs), instrumentalities and educational institutions.

As part of its promotional campaign, NEDA seeks to procure a Service Provider to take charge of the social media boosting, advertisement, and management for the Economic and Financial Literacy Week.

#### II. SCOPE OF WORK

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

<b>Size</b>	8.27“ x 3.89“ (folded)
	8.27” x 11.69” (spread)
<b>Fold Type</b>	Trifold
<b>Stock</b>	Coated two sides (C2S) 100 lbs.
<b>Colors</b>	Full color
<b>No. of copies</b>	20,000 copies (copies divided into different designs to be sent by NEDA)
<b>Process</b>	Color offset, file supplied

#### III. QUALIFICATION REQUIREMENT

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

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

- 1. Omnibus Sworn Statement** (see attached):

- a. Photocopy of government issued ID; and
  - b. Notarized Secretary's Certificate or Board Resolution or Partnership Resolution or Special Power of Attorney or DTI Certificate Number, whichever is applicable.
2. PhilGEPS Registration Number;
  3. Current and valid **Mayor's** or **Business Permit** (if the Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be grounds for disqualification); and
  4. Must be a domestic firm, either under sole proprietorship or corporation, with printing office and workshop located in the National Capital Region.

*As part of the post-qualification, the service provider must submit the proof of the following:*

1. Must have a minimum three (3) years of 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 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. Certificates of satisfactory service must be for similar work and must be accompanied by samples of the said printed works;
3. Has the following facilities to ensure compatibility between NEDA graphics and layout output and pre-press production processes:
  - a) Windows or macOS workstation with the following specifications:
    - o Operating System: Microsoft Windows 7 or later OS (win) | macOS 10.10 or later OS (mac)
    - o Processor: Intel Pentium 4 or AMD Athlon 64 or higher processor (win) | Multicore Intel or higher processor (mac)
    - o RAM: At least 4 GB of RAM
    - o Software: with Adobe InDesign, Photoshop, Illustrator, and Acrobat installed\*
    - o Workstation monitors\*\*
    - o Access to internet
  - b) Color printers for hard copy guides\*\*
  - c) Matchprint digital color proofer or equivalent\*\*
  - d) CTP platesetter
  - e) 4-color digital offset press\*\*
  - f) Matte laminator
  - g) In-house graphic artist

*\* Adobe Products should be compatible or could work with Adobe (2018) CC files*

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

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

The ABC is One Hundred Sixty Thousand Pesos (PHP160,000) inclusive of all government taxes and service charges

#### **V. MODE OF PROCUREMENT**

Procurement of service provider shall be done through small value procurement.

#### **VI. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER**

1. Submit sample of the agreed paper stock to be signed by both parties for future reference;
2. Before printing the NEDA brochures, submit first color proof within 5 calendar days from receipt of final artwork from NEDA; and second proof within 5 calendar days after receipt of comments and revisions on the first proof from NEDA. Proofs are subject to revision and correction;
3. Print and deliver the NEDA brochures within prescribed schedule; and
4. Replace any printed document deemed by NEDA to be damaged or defective, with no additional cost to NEDA

<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 NEDA brochures	Within 30 calendar days from submission of approved color proof

#### **VII. 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
5. 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.
6. Coordinate with the service provider for the purpose of this project; and
7. Impose sanctions/penalties, as applicable, consistent with section 68 of the Revised IRR of RA 9184

### **VIII. PAYMENT SCHEME**

Payment of the contract shall be made upon receive of the printed copies of brochure, provided that no copy/ies were considered damaged or defective. Furthermore, the payment will be processed only after the issuance of the following:

- a. Billing statement by the Service Provider;
- 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% of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. 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.

### **X. OWNERSHIP**

All reports and other documents prepared by the firm shall be owned by NEDA with full and exclusive rights on future use thereof both in the Philippines and internationally.

### **XI. 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:***

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Signature over Printed Name/Designation

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Name of Firm

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Date