



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
REQUEST FOR QUOTATION

P.R. No./Date : 18-10-391
October 2, 2018

RFQ No./Date: 18-10-273
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 2nd floor of the address below; and
4. The deadline for submission of your quotation is on 12:00pm of October 17, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP87,500.00

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 PhP87,500.00
- ___ 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. Ibno 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 NEDA-Tunog ng Progreso Notebooks			
			<i>Please see attached Terms of Reference (TOR) for details.</i>			
			*Qualification and Other Requirements			
			<i>Must submit the following:</i>			
			a. PhilGEPS Registration Number;			
			b. Mayor's or Business Permit (current and valid); and			
			<i>(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.)</i>			
			c. Omnibus Sworn Statement (see attached);			
			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*****			
			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: 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.				CONFORME		
				Signature : _____		
				Name/Designation : _____		
				Name of Company : _____		
				Cheque payment payable to: _____		
				Address : _____		
				Telephone/Fax/Email : _____		
				TIN No. : _____ VAT Non- VAT		

TERMS OF REFERENCE

Printing and Production of NEDA-Tunog ng Progreso Notebooks

I. RATIONALE

The National Economic and Development Authority is the country's premier socioeconomic planning body, highly regarded as the authority in macroeconomic forecasting and policy analysis and research.

As part of its communication and advocacy programs, the NEDA launched the *Tunog ng Progreso*, NEDA's anthem for the Philippines' economic progress, is aimed to promote the Philippine Development Plan 2017-2022, which is anchored on the President's 0-10 Point Socioeconomic Agenda and geared towards the country's long-term vision of a *matatag, maginhawa, at panatag na buhay para sa lahat*.

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 notebooks, which will carry the NEDA brand.

II. SCOPE OF WORK

The NEDA-DIS shall hire a service provider to produce the NEDA-*Tunog ng Progreso* notebooks with the following specifications:

Size	4" x 8.5"
Print	Front and Back Cover: Full Color; One side Inserts: Full Color; One side; 3 leaves Inside: Ruled
Binding	Double Loop Wire; Top Bind
Stock	Cover: C2S 220 lbs + Matte lamination Inside: Book paper 60 lbs
No. of pages	100 pages including Inserts
Leaves	50 leaves
Type	Steno
Quantity	1,000 pcs.

Please see attached picture/illustration for reference

III. QUALIFICATION REQUIREMENTS

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 3 years of relevant work experience in required activities i.e. design, printing, as evidenced by samples of previous similar work (notebooks 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:
 - 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 4 GB 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**
 - Matte laminator
 - 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 FOR THE CONTRACT (ABC)

The ABC is **EIGHTY-SEVEN THOUSAND AND FIVE HUNDRED PESOS (₱ 87,500.00)** inclusive of all government taxes and service charges.

V. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Submit sample of the agreed stock paper and cover, to be signed by both parties for future reference;
2. Before the production of notebooks, submit the first proof within seven (7) calendar days; Submit second proof within seven (7) calendar days for revisions or alter requests deemed by NEDA;
3. Produce and deliver the notebooks within prescribed schedule; and

Deliverables	Due Date
First proof	Within seven (7) calendar days from receipt of final artwork from NEDA
Second proof	Within seven (7) calendar days from receipt of comments and revisions on the first proof from NEDA
Delivery of NEDA- <i>Tunog ng Progreso</i> notebooks	Within 30 calendar days from the approved proofing signed by NEDA

4. Replace any printed notebooks deemed by NEDA to be damaged or defective.

VI. DUTIES AND RESPONSIBILITIES OF NEDA

1. Approve sample paper stock material;
2. Provide the soft copy of the overall layout and design;
3. Review and approve the color proofs;
4. Receive, inspect, and accept printed notebooks 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 notebooks 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 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 percent of the unperformed 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 the Parties.

<p style="text-align: center;">Conforme:</p> <hr/> <p style="text-align: center;">Bidder's Company Name</p> <hr/> <p style="text-align: center;">Name & Signature of Authorized Representative</p> <hr/> <p style="text-align: center;">Designation</p> <hr/> <p style="text-align: center;">Date</p>
