



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No./Date : 18-10-399
October 5, 2018

RFQ No./Date: 18-10-277
October 15, 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 12:00nn of November 16, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP1,000,000.00

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 PhP1,000,000.00
- ☐ 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 on December 15, 2018, to be reflected on 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. 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	One (1) year subscription of Economic Reports on Global and Regional Macroeconomic Developments			
			(Please see attached Terms of Reference (TOR) for details.)			
*Qualification and Other Requirements						
Must submit the following:						
a. PhilGEPS Registration Number;						
b. Mayor's or Business Permit (current and valid);						
(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 grounds 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.						
d. Income or Business Tax Return.						
*****Nothing Follows*****						
Note: Please take note of the stated requirements above.						
Delivery Period: see stated schedule above.						
						TOTAL:
						Amount in Words:
Contractor's Declaration:						CONFORME
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";						Signature : _____
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						Name/Designation : _____
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.						Name of Company : _____
						Cheque payment payable to: _____
						Address : _____
						Telephone/Fax/Email : _____
						TIN No. : _____ VAT Non- VAT



Republic of the Philippines

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

TERMS OF REFERENCE

ONE YEAR SUBSCRIPTION OF ECONOMIC REPORTS ON GLOBAL AND REGIONAL MACROECONOMIC DEVELOPMENTS

I. RATIONALE

In the performance of its mandate, it has become imperative for NEDA to be able to effectively monitor external developments which could impact the economy, and provide timely information in the form of technical reports and policy analyses to NEDA officials. In view of this, NEDA shall be purchasing a subscription service from an independent economic research provider for access to high quality economic analyses and reports on global, regional, and country-specific developments, including economic forecasts and outlook. These reports must be comprehensive, easily accessible using a single platform, and at a reasonable cost. Given that these reports are being prepared by dedicated economic research teams, NEDA deems that these are more thorough in terms of providing pertinent information to staffs for the preparation of impact analyses, reports and policy recommendations for the country.

II. SCOPE OF SERVICES

The service provider shall provide a one-year subscription to economic reports/analyses on global, regional, and country-specific outlook and forecasts, more notably on emerging Asia and on major economies such as the United States, the European Union, Japan, Brazil, and Russia, among others; and on the impact of emerging economic issues such as but not limited to oil price developments, monetary policy decisions, trade, and geopolitical tensions, etc. In addition, the provider must also offer access to online conferences and seminars (e.g., webinars). These economic reports/analyses, forecast, and outlook are to be frequently and regularly updated and always accessible through the internet or with the use of a software throughout the contract period, i.e., December 15, 2018 – December 14, 2019.

In detail, the service provider should at least be able to provide the following:

- a. Reports on the global economy; regions, particularly on emerging Asia, with special focus on China, India, and ASEAN; and major economies such as the United States, European Union, Japan, Brazil, and Russia that include:
 - i. quick analysis of data releases, events, and other useful indicators such as but not limited to GDP, trade, inflation, etc.;
 - ii. forecasts and outlook (including emerging risks) on the global economy, regions, and/or countries (including the Philippines);
 - iii. concise and timely commentaries on these latest data, forecasts, and outlook; and
 - iv. any analysis that the End-User deems useful to be included.
- b. Reports on emerging economic issues and developments that could weigh on global/regional/country growth, including:
 - i. quick analysis of relevant data releases, events, and indicators;
 - ii. impact of these emerging issues on global/regional/country growth;
 - iii. short and timely commentaries on these emerging economic issues; and

- iv. any analysis that pertains to the identified economies that the End-User deems useful to be included.
- c. Access to Webinars, as well as its presentation materials and recordings. Topics to be included at the minimum, are as follows:
 - i. analysis of major economic policy decisions of governments, central banks, international agreements, among others;
 - ii. analysis of political and geopolitical issues (e.g. elections, conflicts);
 - iii. commodities outlook (e.g. crude oil price outlook); and
 - iv. financial markets outlook.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is one million pesos (Php1,000,000.00), inclusive of all government taxes (approx. 30 % income tax and 12% value-added tax) and applicable fees and charges.

IV. MODE OF PROCUREMENT

Negotiated Procurement-Small Value Procurement (in accordance with RA 9184 and its Revised IRR).

V. QUALIFICATION REQUIREMENTS

For small-value procurement, the following documentary requirements must be submitted:

- a. Mayor's/ Business permit;
- b. PhilGEPS Registration Number;
- c. Income/Business Tax Return; and
- d. Omnibus Sworn Statement (photocopy of government issued ID, Notarized Secretary's Certificate/Special Power of Attorney/Board Resolution/Partnership Resolution)

For Foreign Bidders, documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The eligibility requirements or statements, the bids, and all other documents to be submitted to the Bids and Awards Committee must be in English.

As a post-qualification requirement, the service provider shall submit a certification indicating that they have been engaging in the business of subscription of economic reports/analyses, forecast, and outlook on global and regional macroeconomic developments in the last three (3) years, as evidenced by their business registration, sworn statement, or similar documentation.

VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

The *Service Provider* shall have the following duties and responsibilities:

- a. Send stipulated economic reports to users through email of at least 10 NEDA personnel, as well as provide online access to archived reports;
- b. Provide access to economic reports/analyses, forecast, and outlook as described in Section V to at least 10 NEDA personnel;
- c. Ensure that economic reports/analyses, forecast, and outlook are regularly updated;

- d. Conduct comprehensive demonstration sessions on the features of the subscription service;
- e. Provide Help Desk services from Monday to Friday (9AM to 6PM) PHL time;
- f. Provide a designated person to address immediate concerns through e-mail, in case of public holidays in the country of origin of the provider; and
- g. Adhere to the specific deliverables as follows:

DELIVERABLES	SCHEDULE
Delivery and access to the Subscription	Within one (1) month after the issuance of Notice to Proceed
Demonstration on the features of the Subscription	Within two (2) weeks after the delivery and access

VII. DUTIES AND RESPONSIBILITIES OF NEDA

The NEDA-National Policy and Planning Staff (NPPS) shall be the responsible unit in monitoring the subscription services in accordance with the specifications and conditions of the contract.

The NEDA-NPPS shall have the following duties and responsibilities:

- a. Submit the list of email addresses of all the subscription users (*email addresses are solely for economic report/s dissemination and other purposes as may be determined between NEDA and the subscription provider*);
- b. Review and approve deliverables and related activities thereof;
- c. Provide at least ten (10) participants in the demonstration on the features of the subscription to be conducted by the service provider;
- d. Provide a contact person for technical and administrative matters; and
- e. Ensure that the subscription be for internal use of NEDA users, while extracted data and information can be used and quoted in public.

VIII. PAYMENT SCHEME

One-time payment shall be made after complete delivery and access to the Subscription, conduct of demonstration within the prescribed period, submission of the Billing Statement by the Service Provider and issuance of the Certificate of Satisfactory Service by NEDA.

For this procurement, Appendix 16 Section 6.1.2, Guidelines on Procurement Involving Foreign – Denominated Bids, Contract Prices and Payment Using Letters of Credit, of the Revised IRR of RA9184, shall apply, to wit:

“6.1.2 In case procurement is made through any of the alternative methods prescribed in the IRR of R.A. 9184 that do not require the conduct of competitive bidding, and offers are received in foreign currency, the Philippine Peso amount of the contract shall be computed based on the exchange rate prevailing on the day of the signing of the contract.”

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 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.

X. DISPUTE RESOLUTION

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

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

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date