



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : 18-09-361
September 13, 2018

RFQ No./Date: 18-10-281
October 17, 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 24, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP250,000.00

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 PhP250,000.00
- ___ 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 (see Terms of Reference) 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. Ibno in the address/telephone numbers below.

for
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	Procurement of Services for the Social Media Advertisement			
			Management for Economic and Financial Literacy Week from			
			October 31, 2018 to December 31, 2018			
			(please see attached Terms of Reference (TOR) for the details.)			
*Qualification and Other Requirements						
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 grounds for disqualification.)						
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*****						
						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

TERMS OF REFERENCE

Procurement of Services for the Social Media Advertisement Management for Economic and Financial Literacy Week

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 project involves the following activities:

- a. Boost the following posts on NEDA's Facebook and Twitter pages in accordance to the schedule, boost duration, and target reach indicated below:

Post/Content	Schedule of Boosting	Target Reach (daily average)	Boost Duration
Pre-EFLW announcement	October 31- November 6, 2018	130,000	7 days
Launching Post of Economic and Financial Literacy Week	November 5-11, 2018	130,000	7 days
List of activities in celebration of EFLW	November 5-11, 2018	130,000	7 days
Module: National ID and PDP	November 9-15, 2018	130,000	7 days
Module: Demand and Supply	November 16-22, 2018	130,000	7 days
Module: Gross Domestic Product	November 23-29, 2018	130,000	7 days
Module: Inflation	November 30- December 6, 2018	130,000	7 days
Module: Interest Rates	December 7-13, 2018	130,000	7 days

Module: Investments	Return of	December 14-20, 2018	130,000	7 days
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- b. Generate performance report per identified post, with relevant statistics pertaining to all social media pages including general description of the reports, as follows:
 - 1) People reached; and
 - 2) Engagement

III. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC is PHP250,000.00 inclusive of all applicable taxes and service charges.

IV. MODE OF PROCUREMENT

Procurement of service providers shall be done through Negotiated Procurement-Small Value Procurement.

V. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER

1. The service provider shall designate one account executive to ensure timely delivery of outputs and to coordinate with the NEDA in carrying out the services.
2. The service provider shall ensure the timely delivery of the needed boosting on the posts identified in the TOR.
3. The service provider shall produce a post-campaign report containing relevant statistics seven calendar days after the last boosting.
4. The service provider shall coordinate with the Development Information Staff one day before the schedule of boosting to ensure synchronized actions.
5. The service provider shall maintain the confidentiality of the documents/reports generated, until such is determined declassified by NEDA.

VI. DUTIES AND RESPONSIBILITIES OF NEDA

1. Provide all necessary materials for boosting of identified social media post.
2. Pay the service provider the indicated amount in accordance with the existing accounting and auditing rules and regulations.
3. Coordinate with the service provider for the purpose of this project.
4. Exercise its approving authority on all deliverables of the service provider.
5. Take actions on requests and recommendations as appropriate.
6. Impose sanctions/penalties consistent with section 68 of the Revised IRR of RA 9184

VII. PAYMENT SCHEME

Payment of the contract shall be made on a monthly basis upon the issuance of the following:

- a. Billing statement by the Service Provider;
- b. Certificate of Satisfactory Service issued by NEDA

VIII. LIQUIDATED DAMAGES

The payment will be processed only after **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.

IX. OWNERSHIP

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

X. 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:

Signature over Printed Name/Designation

Name of Firm

Date