



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR QUOTATION**

P.R. No./Date : 18-10-411  
October 12, 2018

RFQ No./Date: 18-10-284  
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 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 2<sup>nd</sup> 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 PhP252,021.00**

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 PhP252,021.00
- ☐ 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 from January 1 to December 31, 2019 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  | Provision of Local Newspaper and Magazine Subscription for the NEDA Central Office Under a Three-year Service Agreement |                                  |            |             |
|   |     |      | Renewable Annually  |                                  |            |             |
|   |     |      | (Please see attached Terms of Reference (TOR) for the 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 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*****   |     |      |   |                                  |            |             |
| <b>TOTAL:</b>   |     |      |   |                                  |            |             |
|   |     |      |   | <b>Amount in Words:</b>          |            |             |
| <b>Contractor's Declaration:</b>  |     |      |   | <b>CONFORME</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";  |     |      |   | 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 |            |             |

**PRAA No.** 18-10-411

**Description** Provision of Local Newspaper and Magazine Subscription for the NEDA Central Office Under a Three-year Service Agreement Renewable Annually

| No. | Item Description                             | Quantity | No. of Issues |
|-----|--|----------|---------------|
| 1   | Philippine Star (Monday to Friday)           | 12       | 261           |
| 2   | Philippine Star (Saturday)                   | 2        | 52            |
| 3   | Philippine Star (Sunday)                     | 2        | 52            |
| 4   | Philippine Daily Inquirer (Monday to Friday) | 14       | 261           |
| 5   | Philippine Daily Inquirer (Saturday)         | 1        | 52            |
| 6   | Philippine Daily Inquirer (Sunday)           | 1        | 52            |
| 7   | Manila Bulletin (Monday to Friday)           | 4        | 261           |
| 8   | Manila Bulletin (Saturday)                   | 1        | 52            |
| 9   | Manila Bulletin (Sunday)                     | 1        | 52            |
| 10  | Manila Standard (Monday to Friday)           | 1        | 261           |
| 11  | Business Mirror (Monday to Friday)           | 6        | 261           |
| 12  | Manila Times (Monday to Friday)              | 1        | 261           |
| 13  | Manila Times (Saturday)                      | 1        | 52            |
| 14  | Manila Times (Sunday)                        | 1        | 52            |
| 15  | Malaya Business Insight (Monday to Friday)   | 1        | 261           |
| 16  | Daily Tribune (Monday to Friday)             | 1        | 261           |
| 17  | Daily Tribune (Saturday)                     | 1        | 52            |
| 18  | Daily Tribune (Sunday)                       | 1        | 52            |

**Assumptions:**

|                                 |          |
|---------------------------------|----------|
| One (1) year (Monday to Sunday) | 365 days |
| Monday to Friday                | 261 days |
| Saturday                        | 52 days  |
| Sunday                          | 52 days  |

**\*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.

**Conforme:**

\_\_\_\_\_  
**Bidder's Company Name**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

## **TERMS OF REFERENCE**

### **Provision of Local Newspaper and Magazine Subscription for the NEDA Central Office Under a Three-Year Service Agreement Renewable Annually**

#### **I. BACKGROUND/RATIONALE**

The print media is one of the major sources of information that will help NEDA Officials interact more knowledgeably with their counterparts from other government agencies in decision-making relative to socio-economic conditions of the country, hence, the need to procure/subscribe timely and relevant local newspapers.

#### **II. SUBSCRIPTION PERIOD**

The Service Agreement shall be for a period of three (3) years governed by an annual contract renewable annually subject to satisfactory performance by the Service Provider.

All prices for the duration of the Contract shall be fixed and may be adjusted only during the contract implementation for any acts of government that will impact on the cost of providing the services

#### **III. QUALIFICATION REQUIREMENTS**

1. Must be located within the National Capital Region; and
2. As part of the post-qualification requirements, submission of Certificate of Acceptance or proof of billing issued by at least one (1) company client within the last three (3) years.

#### **IV. SCOPE AND COVERAGE**

The subscription is for NEDA Officials from Directors up to the Generals for a total of eight (8) kinds of local newspapers.

#### **V. SUBSCRIPTION SPECIFICATIONS**

Provision of annual subscription of the following local newspapers:

| <b>Quantity<br/>per day</b> | <b>Unit</b> | <b>Newspaper/Magazine<br/>Name</b> | <b>Frequency</b> |
|-----------------------------|-------------|------------------------------------|------------------|
| 12                          | copies      | Philippine Star                    | Monday to Friday |
| 2                           | copies      | Philippine Star                    | Saturday         |
| 2                           | copies      | Philippine Star                    | Sunday           |
| 14                          | copies      | Philippine Daily Inquirer          | Monday to Friday |
| 1                           | copies      | Philippine Daily Inquirer          | Saturday         |
| 1                           | copies      | Philippine Daily Inquirer          | Sunday           |
| 4                           | copies      | Manila Bulletin                    | Monday to Friday |
| 1                           | copy        | Manila Bulletin                    | Saturday         |
| 1                           | copy        | Manila Bulletin                    | Sunday           |



|   |        |                         |                  |
|---|--------|-------------------------|------------------|
| 1 | copy   | Manila Standard         | Monday to Friday |
| 6 | copies | Business Mirror         | Monday to Friday |
| 1 | copies | Manila Times            | Monday to Friday |
| 1 | copy   | Manila Times            | Saturday         |
| 1 | copy   | Manila Times            | Sunday           |
| 1 | copy   | Malaya Business Insight | Monday to Friday |
| 1 | copy   | Daily Tribune           | Monday to Friday |
| 1 | copy   | Daily Tribune           | Saturday         |
| 1 | copy   | Daily Tribune           | Sunday           |

## **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for the first year covering the period January 1 to December 31, 2019 is Two Hundred Fifty Two Thousand and Twenty One Pesos (PhP252,021.00), inclusive of all applicable government taxes and service charges.

## **VII. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. The Service Provider shall make complete delivery of local newspaper subscriptions on a daily basis, not later than 7:00 a.m.;
2. In case of late delivery, the Service Provider is obliged to deliver back issues within the specified day and/or week for the newspaper; and
3. In case the Service Provider fails to deliver the newspaper/s for five (5) times in a month, thus considered habitual failure of delivery, the Service Provider shall refund the cost of undelivered copy/s of newspaper/s within three (3) days from receipt of request for refund;

## **VIII. DUTIES AND RESPONSIBILITIES OF NEDA**

1. The NEDA shall acknowledge receipt of the deliveries of the Service Provider;
2. In case of late delivery and failure to deliver back issues despite notice, the NEDA shall request to the Service Provider for refund of the cost of undelivered copy/s of newspaper/s;
3. The NEDA shall pay the Service Provider as provided under Section XI of this Terms of Reference (TOR); and
4. The NEDA may increase or decrease during the Service Agreement the number of local newspapers subscription.

## **IX. TERMS AND CONDITIONS**

### **1. Renewal of Services**

NEDA has the option to renew the contract subject to satisfactory performance as determined by NEDA

### **2. Termination of Services**

The NEDA reserves the right to terminate the services of the Service Provider after giving the latter fifteen (15) days prior written notice for unsatisfactory services based on any of the following grounds:

- a. Unreasonable non-compliance to the delivery schedule for at least three (3) times, which may result to substantiated complaints from NEDA Offices/Staffs; and
- b. Failure to refund the cost of undelivered newspaper within the prescribed period.

#### **X. LIQUIDATED DAMAGES**

In case of delay in the delivery of subscription services, the applicable rate shall be one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the NEDA shall rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **XI. PAYMENT SCHEME**

The NEDA shall pay the Service Provider the full amount of the contract price for subscription after the signing of the contract and the Service Provider's submission of necessary documentary requirements for payment in accordance with pertinent accounting and auditing rules and regulations.

|                    |
|--------------------|
| Conforme:          |
| _____              |
| Name and Signature |
| Date:              |
| _____              |