



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR QUOTATION**

P.R. No./Date : 18-07-262  
July 20, 2018

RFQ No./Date: 18-10-322  
October 29, 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 12:00pm of Nov. 12, 2018

**The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP136,500.00**

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 PhP136,500.00
- ✓ 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 schedule shall be completed within (please see attached Terms of Reference) 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.

*[Signature]*  
**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	Print and Production of 650 sets of the following GAD Promotional			
			Materials as giveaways for GAD activities:			
			a. Whistle			
			b. Flashlight			
			c. Lanyards			
(Please see attached Terms of Reference (TOR) for full details and specifications)						
<b>Note: This cancels RFQ Nos. 18-08-210, 18-10-276, and 18-10-291.</b>						
<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		

## TERMS OF REFERENCE

### ***Print and Production of 650 sets of GAD Promotional Materials (Whistle, Flashlight, and Lanyards) as Giveaways for GAD Activities***

#### **I. RATIONALE**

The National Economic and Development Authority (NEDA) led by the Social Development Staff (SDS) is expected to conduct various Gender and Development (GAD) activities until the latter part of 2018. Said activities are intended to enhance the capacity of GAD Focal Point System of NEDA Central Office and Regional Offices, and to consolidate best practices in crafting various programs, activities, and projects for the preparation of the 2019 GAD Plan and Budget.

In this regard, the NEDA-SDS is procuring promotional materials for the said activities and a part of the set of identified giveaways are whistle, flashlight, and lanyards, which will carry the GAD brand.

#### **II. SCOPE OF WORK**

The NEDA-SDS shall hire the services of a promotional material supplier to produce the following giveaways with its minimum specifications:

<b>Whistle</b>	
<b>Quantity</b>	650 pieces
<b>Size</b>	5cm x 2cm x 2cm
<b>Material</b>	Metal/Aluminum
<b>Design</b>	<b>Print Area:</b> 3cm x 3cm
	<b>Color:</b> Full Color Print; Both Sides
	<b>Sticker Material:</b> PVC material or Clear Vinyl Sticker
<b>Type</b>	Keychain

*Please see attached picture/illustration for reference*

<b>Lanyards</b>	
<b>Quantity</b>	650 pieces
<b>Size</b>	1" x 0.5" x 16"
<b>Material</b>	Silk Satin Material
	With Side Release and G-Hook
<b>Design</b>	<b>Print Area:</b> 1" x 16"
	<b>Color:</b> Full Color Print; Both Sides
	<b>Process:</b> Silkscreen
<b>Type</b>	Keychain

*Please see attached picture/illustration for reference*

<b>Flashlight</b>	
<b>Quantity</b>	650 pieces
<b>Size/Diameter</b>	24mm x 88mm
<b>Type</b>	LED type with high output of 0.6 watts
<b>Color</b>	Violet or Blue
<b>Material</b>	Aluminum
<b>Design</b>	<b>Print Area:</b> 20mm x 60mm
	<b>Color:</b> Full Color Print; One side
	<b>Process:</b> Silkscreen or PVC/Vinyl Clear Sticker
<b>Type</b>	Keychain

*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);
2. (a) PhilGEPS Registration Number and (b) Mayor's/Business Permit or (c) PhilGEPS Platinum Certificate if available;
3. Must be a domestic firm, either under sole proprietorship or corporation located in Metro Manila;
4. Must have a minimum of three (3) years of relevant work experience as promotional/corporate/personalized supplier.

*Note: The winning bidder will submit samples of personalized/corporate/promotional materials (i.e. relevant materials with vinyl and silkscreen prints) as part of validation.*

### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **ONE HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED PESOS (P136,500.00)** inclusive of all government taxes, warranties and fees.

### V. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Submit sample of the agreed whistle, flashlight and lanyard, to be signed by both parties for future reference;
2. Before the production of the whistle, flashlight and lanyard, submit the required prototypes within prescribed schedule below;

<b>Pre-production Deliverables</b>	<b>Due Date</b>
a. Submit first prototype for GAD promotional set	Within seven (7) calendar days from receipt of final artwork from NEDA
b. Submit revised prototype for GAD promotional set	Within five (5) calendar days from receipt of comments and revisions on the first prototype from NEDA

3. Produce and deliver the whistles, flashlights and lanyards within prescribed schedule below; and

Actual Deliverables	Due Date
Delivery of the first batch of 100pcs GAD promotional sets	Within seven (7) calendar dates and timeline after the receipt of approved and signed prototype by NEDA
Delivery of second batch GAD promotional sets of 150 pcs of GAD promotional sets	Within twelve (12) calendar days after the delivery of the first batch
Final delivery of GAD promotional sets	Within fifteen (15) calendar days after delivery of the second batch

4. Replace any printed whistles, flashlights and lanyards deemed by NEDA to be damaged or defective.

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

1. Approve sample prints and materials;
2. Provide the soft copy the overall layout and design;
3. Approve prototypes of the whistle, flashlight and lanyard;
4. Receive, inspect, and accept whistle, flashlight and lanyard, that comply with end-user requirements; and
5. Pay the fees for the production services rendered by the company after (a) receipt, inspection, and acceptance of produced whistles, flashlights and lanyards, 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;"><b>Conforme:</b></p> <hr/> <p style="text-align: center;"><b>Bidder's Company Name</b></p> <hr/> <p style="text-align: center;"><b>Name &amp; Signature of Authorized Representative</b></p>
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## WHISTLE

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## FLASHLIGHT

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## LANYARD

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