



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : 18-10-434  
October 18, 2018

RFQ No./Date: 18-11-352  
November 12, 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 12:00nn of November 21, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP90,000.00

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 PhP90,000.00
- ☒ 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 the duration/scheduled stated in the Terms of Reference to be reflected in 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	UNIT PRICE	TOTAL (PhP)
1	1	job	Printing and Production of NEDA 45th Anniversary Commemorative Booklet		
		<b>No. of Copies:</b>	1,000		
		<b>Size:</b>	8.5" x 8.5" (folded)   8.5" x 17" (spread)		
		<b>Stock:</b>	Cover: C2S 160lbs. with plastic lamination on cover		
			Inside: C2S 140lbs.		
		<b>No. of Pages:</b>	28 pages including 4 pages cover		
		<b>Color:</b>	Cover: Full colors (both sides)		
			Inside: Full colors (both sides)		
		<b>Binding:</b>	Smythe sewn, perfect bind		
		<b>Process:</b>	Color offset, file supplied		
			(See attached Terms of Reference (TOR) for 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 a ground for disqualification.)					
c. Omnibus Sworn Statement.					
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.					
				<b>TOTAL:</b>	
<b>Note:</b> Bidders who have previously submitted the above requirements need not re-submit. Provided, that copies of these documents which are in the possession of the NBAC Secretariat are still current and valid.				<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

### *Printing and Production of NEDA 45<sup>th</sup> Anniversary Commemorative Booklets*

#### I. RATIONALE

In 2018, the NEDA celebrates its 45th anniversary since it was established in 1972. Through the years, NEDA has stayed true to its mandate as the country's independent planning agency. Part of this is the publication of a booklet that will commemorate NEDA's achievements through the years.

#### II. SCOPE OF WORK

The NEDA-DIS shall hire the services of a service provider to print the NEDA 45th Anniversary Commemorative Booklets, with the following specifications:

No. of copies	<b>1,000 pieces</b>
Size	<b>8.5" x 8.5" (folded) 8.5" x 17" (spread)</b>
Stock	<b>Cover: C2S 160 lbs. with plastic lamination on cover Inside: C2S 140 lbs.</b>
No. of pages	<b>28 pages including 4 pages cover</b>
Color	<b>Cover: Full colors (both sides) Inside: Full colors (both sides)</b>
Binding	<b>Smythe sewn, perfect bind</b>
Process	<b>Color offset, file supplied</b>

#### III. QUALIFICATION REQUIREMENTS

The Service Provider must submit documentary proof of the following requirements:

##### **Eligibility Requirements:**

1. **Submit PhilGEPS Registration Number, Mayor's/Business Permit, Omnibus Sworn Statement (see attached), and PhilGEPS Platinum Certificate if available;**
2. **Must be a domestic firm**, either under sole proprietorship or corporation, with printing office and workshop located in NCR;
3. **Submit samples of previous similar work** (full color calendars and the like). Work samples must be of excellent quality;
4. **Submit self-certification of list of facilities and equipment.** The firm should have the following facilities to ensure compatibility between NEDA graphics and layout output and pre-press production processes:
  - a) Windows or macOS workstation with the following specifications:
    - o Operating System: Microsoft Windows 7 or later OS (win) | macOS 10.10 or later OS (mac)
    - o Processor: Intel Pentium 4 or AMD Athlon 64 or higher processor (win) | Multicore Intel or higher processor (mac)
    - o RAM: At least 4 GB of RAM
    - o Software: with Adobe InDesign, Photoshop, Illustrator, and Acrobat installed\*
    - o Workstation monitors\*\*
    - o Access to internet

- b) Color printers for hard copy guides\*\*
- c) Matchprint digital color proofer or equivalent\*\*
- d) CTP platesetter
- e) 4-color digital offset press\*\*
- f) Matte laminator
- g) 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 **NINETY THOUSAND PESOS (₱90,000.00)** inclusive of all government taxes and charges.

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

1. Submit sample of the agreed paper stock to be signed by both parties for future reference;
2. Before the production of booklets, submit first color proof within five (5) calendar days from receipt of final artwork from NEDA; and second proof within five (5) calendar days after receipt of revised first proof from NEDA. Proofs are subject to revision and correction;
3. Print and deliver the booklets within prescribed schedule; and

<b>Deliverables</b>	<b>Due Date</b>
First Proof	Within five (5) calendar days from receipt of final artwork from NEDA
Second Proof	Within five (5) calendar days from receipt of comments and revisions on the first proof from NEDA
First tranche delivery of NEDA 45th Anniversary Commemorative Booklets (800 copies)	Within 30 calendar days from submission of approved color proof
Second tranche delivery of NEDA 45th Anniversary Commemorative Booklets (200 copies)	Within 45 calendar days from submission of approved color proof

4. Replace any printed booklets 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 booklets 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 booklets 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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