



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## REQUEST FOR QUOTATION

P.R. No./Date : 18-10-480  
October 25, 2018

RFQ No./Date: 18-11-359  
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 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 November 21, 2018

The mode of procurement is **Small Value Procurement**, with an **Approved Budget for the Contract (ABC)** of **PhP100,000.00**

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 **PhP100,000.00**
- ☐ 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  | <b>Production of 1,000 pieces 'Eko and Miya' Notepads</b><br>(Please 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<br>(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>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.   |     |      |   |            |                                  |
| *****Nothing Follows*****   |     |      |   |            |                                  |
|   |     |      |   |            | <b>TOTAL:</b>                    |
|   |     |      |   |            | <b>Amount in Words:</b>          |
| <b>Contractor's Declaration:</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";  |     |      |   |            |                                  |
| 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   |     |      |   |            |                                  |
| 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. |     |      |   |            |                                  |
|   |     |      |   |            | CONFORME                         |
|   |     |      |   |            | Signature : _____                |
|   |     |      |   |            | Name/Designation : _____         |
|   |     |      |   |            | Name of Company : _____          |
|   |     |      |   |            | Cheque payment payable to: _____ |
|   |     |      |   |            | Address : _____                  |
|   |     |      |   |            | Telephone/Fax/Email : _____      |
|   |     |      |   |            | TIN No. : _____                  |
|   |     |      |   |            | ! VAT ! Non- VAT                 |

## TERMS OF REFERENCE

### *Production of 'Eko and Miya' Notepads (1,000 pcs)*

#### I. BACKGROUND & RATIONALE

As part of its initiative to further develop an effective communication and advocacy program to its stakeholders, the National Economic and Development Authority, through the Development Information Staff, partnered with the Philippine Broadcasting Service, through Radyo Pilipinas Uno 73.8, in coming up with a radio show termed as 'Tunog ng Progreso' to educate Filipinos on basic economic concept and better understand government programs and decisions that will them in their everyday living. The show started last July 20, 2018 and is currently being aired every Friday from 1:00PM to 2:00PM.

One segment in Tunog ng Progreso is 'Eko and Miya' which aims to explain basic economic concepts through more understandable and relatable scenarios. It is a radio sketch featuring two young characters – Eko and Miya.

As part of its promotional campaign initiatives, NEDA seeks to procure a Service Provider that will produce Eko and Miya notepads as promotional materials.

#### II. SCOPE OF WORK

The NEDA-DIS shall hire a service provider to produce personalized notepads, with corresponding specifications:

|                       |           |  |
|-----------------------|-----------|--|
| Personalized Notepads | 1,000 pcs | <ul style="list-style-type: none"><li>• Customized Notepad</li><li>• Size: 5.5" (H) X 4.25" (W)</li><li>• 50 sheets (100 pages)</li><li>• Spiral binding on the top of the notepad</li><li>• Material: writing paper, hard cover</li><li>• Pen should be suitable with the notepads</li><li>• Print area for the 'Eko and Miya' design (in full color): 3" (H) X 3.5" (W)</li><li>• Offset Printing</li><li>• Include free pen per notepad</li></ul> |
|-----------------------|-----------|--|

#### III. QUALIFICATION REQUIREMENT

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

### **Eligibility Requirements:**

- 1. Omnibus Sworn Statement** (see attached);
  - a. One (1) photocopy of government issued ID; and
  - b. Notarized Secretary's Certificate or Board Resolution or Partnership Resolution or Special Power of Attorney or DTI Certificate Number, whichever is applicable.
- 2. PhilGEPS Registration Number;**
- 3. Current and valid Mayor's or Business Permit** (if the 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); and
- 4. Must be a domestic firm, either under sole proprietorship or corporation, with printing office and workshop located in the Greater Manila area (Metro Manila, Laguna, Cavite, Bulacan, Pampanga, Batangas, Tarlac, and Nueva Ecija).**

*As part of the post-qualification, the service provider must submit the proof of the following:*

1. Must have a minimum two (2) years of relevant work experience in required activities i.e. design, printing, as evidenced by samples of previous similar work (on the specified items).
2. Sample notepads that will be used for personalization. Work samples must be of excellent quality.
3. Has maintained good professional relationships with former clients as evidenced by certificates of satisfactory service from at least three (3) clients for the last three (3) years. Certificates of satisfactory service must be for similar work and must be accompanied by samples of the said printed works;
4. Has 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:
    - Operating System: Microsoft Windows 7 or later OS (win) | macOS 10.10 or later OS (mac)
    - Processor: Intel Pentium 4 or AMD Athlon 64 or higher processor (win) | Multicore Intel or higher processor (mac)
    - RAM: At least 4 GB of RAM
    - Software: with Adobe InDesign, Photoshop, Illustrator, and Acrobat installed\*
    - Workstation monitors\*\*
    - 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 OF THE CONTRACT (ABC)**

The ABC is One Hundred Thousand Pesos (PHP100,000.00) inclusive of all government taxes and service charges.

#### **V. MODE OF PROCUREMENT**

Procurement of service provider shall be done through small value procurement.

#### **VI. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER**

1. Before printing the items, submit sample proof within 7 calendar days from receipt of final artwork from NEDA. Proofs are subject to revision and correction;
2. Produce and deliver the items within prescribed schedule; and
3. Replace any item deemed by NEDA to be damaged or defective, with no additional cost to NEDA

| <b>Deliverables</b>                 | <b>Due Date</b>  |
|-------------------------------------|--|
| Sample Proof                        | Within seven (7) calendar days from receipt of final artwork from NEDA                               |
| Delivery of the Eko and Miya tokens | Within thirty (30) calendar days from receipt of comments and revisions on the first proof from NEDA |

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

1. Approve sample proof;
2. Provide the soft copy of the overall layout and design;
3. Review and approve the proofs;
4. Receive, inspect and accept items that comply with end-user requirements
5. Pay the fees for the printing services rendered by the firm/company after (a) receipt, inspection and acceptance of printed copies and (b) compliance with documentary requirements for processing of payment.
6. Coordinate with the service provider for the purpose of this project; and



7. Impose sanctions/penalties, as applicable, consistent with section 68 of the Revised IRR of RA 9184

#### **VIII. PAYMENT SCHEME**

Payment of the contract shall be made upon receive of the items, provided that no items were considered damaged or defective. Furthermore, the payment will be processed only after the issuance of the following:

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

#### **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% 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.

#### **X. OWNERSHIP**

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

#### **XI. 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:***

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Signature over Printed Name/Designation

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Name of Firm

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Date

| NOTEPADS WITH PEN   |   |
|---|---|
| Photo Sample  | Description   |
|  | <ul style="list-style-type: none"> <li>- Customized Notepad with pen</li> <li>- Size: 5.5" (H) X 4.25" (W)</li> <li>- 50 sheets (100 pages)</li> <li>- Spiral binding on the top of the notepad</li> <li>- Material: writing paper, hard cover</li> <li>- Pen should be suitable with the notepads</li> <li>- Print area for the 'Eko and Miya' design: 3" (H) X 3.5" (W)</li> </ul> <p>Offset Printing</p> |