



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## REQUEST FOR QUOTATION

P.R. No./Date : 18-10-412  
October 12, 2018

RFQ No./Date: 18-11-363  
November 13, 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 **Php292,300.00**

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 **Php292,300.00**
- ☐ 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 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	QUANTITY	NO. OF ISSUES	TOTAL (Php)
1	1	job	Provision of foreign newspaper and magazine subscriptions for the NEDA Central Office from January 1 to December 31, 2019			
		1	Time International Magazine (Weekly), Print copy	8	52	
		2	Financial Times (Monday to Saturday), Print copy	1	313	
		3	New York Times (Monday to Saturday), Print copy	1	313	
		4	The Economist (Weekly), Print copy	11	52	
		5	The Economist (Weekly), Online with print copy	4	52	
		6	Bloomberg Business Week (Weekly) Print and Online copy	1	52	
<i>(please see attached Terms of Reference (TOR) for the details.)</i>						
Assumptions:			One (1) year (Monday to Sunday) 365 days	I	Saturday 52 days	
			Monday to Friday 261 days	I	Sunday 52 days	
<b>Note:</b> This cancels RFQ No. 18-10-285 and 18-10-321.						
<b>*Qualification and Other Requirements</b>						
Must submit the following:						
a. PhilGEPS Registration Number;						
b. Mayor's or Business Permit (current and valid); and						
<i>(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.)</i>						
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.						
<b>Amount in Words:</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>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";				CONFORME		
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				Signature : _____		
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/Designation : _____		
				Name of Company : _____		
				Cheque payment payable to: _____		
				Address : _____		
				Telephone/Fax/Email : _____		
				TIN No. : _____   VAT   Non- VAT		

## **TERMS OF REFERENCE**

### **Provision of Foreign Newspaper and Magazine Subscriptions for the NEDA Central Office from January 1 to December 31, 2019**

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

The print and on-line media are 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 foreign newspapers and magazines.

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

The Service Agreement shall be for a period of January 1 to December 31, 2019.

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 two (2) kinds of foreign newspapers and four (4) kinds of foreign magazines in print and online copy as indicated in item V.

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

Provision of annual subscription of the following foreign newspapers and magazines:

##### **A. Foreign Newspaper**

<b>Qty.</b>	<b>Unit</b>	<b>Name</b>	<b>Frequency</b>
1	copy	Financial Times	Monday to Saturday
1	copy	International New York Times ( <i>International Herald Tribune</i> )	Monday to Saturday

##### **B. Foreign Magazine**

Qty	Unit	Name	Frequency
8	copies	Time International Magazine	Weekly
11	copies	The Economist (Print)	Weekly
4	copies	The Economist (Online with print copy)	Weekly
1	copy	Bloomberg Business Week (Online with print copy)	Weekly

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

The ABC is Two Hundred Ninety-Two Thousand Three Hundred Pesos (PhP292,300.00), 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 foreign newspaper subscriptions on a daily basis, not later than 7:00 a.m., and foreign magazine subscriptions on a weekly/monthly basis, as stated;
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/or magazine;
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; and
4. In case the Service Provider fails to deliver magazine/s at least twice a month, the Service Provider shall refund the cost of undelivered copy/s of magazine/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 and/or magazine/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 newspapers and/or magazine subscription.

#### **IX. TERMS AND CONDITIONS**

## 1. 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 and/or magazines 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 the necessary documentary requirements for payment in accordance with pertinent accounting and auditing rules and regulations.

Conforme:

\_\_\_\_\_  
Name and Signature

Date:  
\_\_\_\_\_