



PHILIPPINE
INSTITUTE FOR
DEVELOPMENT
STUDIES

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AFD-PMD-QF-02
Rev.00/05-01-2017

REQUEST FOR QUOTATION

Date: July 19, 2018

GENTLEMEN:

This is to request for quotation on materials/services enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best price, terms and conditions of delivery submitted not later than July 23, 2018 addressed to the PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES at the abovementioned address. It is understood that the PIDS May Reject any or all the quotations submitted, if not in accordance with our specifications.

Please quote inclusive of VAT – Quoted price is subject to 3% C-VAT + 2% CET.
(Indicate Tax Identification Number (TIN) of your company).

Very truly yours,

Josue O. Mirabite
Chief – Procurement Management Division

QTY	unit	ARTICLES/DESCRIPTION	cost per copy	Approve Budget of the Contract
1,500	copies	Printing of PIDS 2017 Annual Report		225,000.00
		See attached specifications		
		Please submit the following: 1.) Mayors Permit 2.) Income/Business Tax Return / Tax Clearance 3.) PhilGEPS Registration No. 4.) Omnibus Sworn Statement		

Price in the above offer is
CERTIFIED CORRECT:

Authorized Signature

Name of Firm

Tax Identification Number

Address/ Tel. No.

Printing of PIDS Annual Report 2017

1. Specifications:

Size:	8.5" x 11" (folded); 17" x 11" (spread)
Color:	Cover – full color as per supplied design, one side printing Inside – full color
Stock:	Cover: Foldcote caliper 12 with matte lamination, spot 3D lamination (one side) Inside: C2S 80 lbs.
Binding:	Perfect, Smyth-sewn
Process:	Offset printing
	Copies: 1,500 copies
Pages:	92 manuscript pages excluding cover; final pages may increase/decrease; include cost per page for printing additional pages. Manuscript may be inspected at Research Information Department (RID).
Scope of Work:	CTP work; color separation; machine proof of cover (actual size, spread) for approval of PIDS; digital color proof (a second one if necessary) of inside pages for approval of PIDS; correction on digital proof if necessary; running, laminating, folding, and binding; and corresponding production supervision.
Others:	Design/layout (made using Adobe InDesign CS5.5 and Adobe Photoshop/Illustrator) to be provided in DVD-ROM by PIDS-RID.

2. Requirements: Submit a proposal with quoted price inclusive of VAT and a timetable, which indicates the total number of days that you can finish all the activities stipulated in the Scope of Work. A breakdown of the total per activity should be indicated.

For accuracy of rates and timetable, accredited printers may personally inspect the manuscript at the Publications and Circulation Division, Research Information Department c/o Ms. Jane C. Alcantara at telephone number 877-4028 or email: jalcantara@mail.pids.gov.ph. You may also contact the BAC Secretariat c/o Mr. Norlito S. Atienza at telephone number 877-4013 or email: natienza@mail.pids.gov.ph.

3. Terms and Conditions:

- a) Terms of Payment: Payment shall be made upon delivery, acceptance, and inspection of the output.
- b) Timetable and Delivery:
 - Delivery of proof for PIDs approval within **2 days** after pick up of DVD-ROM.
 - Delivery of printed copies must be within **7 working days** after approval of proof by PIDS.
- c) Penalty: A penalty of one-tenth (1/10) of one percent (1%) of the unperformed portion shall be deducted for each day of late delivery of proof for approval and the final printed material.
- d) Submission of electronic file (Adobe InDesign and PDF) of the final printed copy of the Annual Report 2017.
- e) Inspection of printing office/area may be conducted as part of postqualification to validate printing facilities/equipment.