



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 877-4013 Fax 877-4099 Tin # 000-844-550

REQUEST FOR QUOTATION

RFQ NO.: 2017-054C

Date : _____

GENTLEMEN :

This is to request for quotation on the PIDS procurement requirement 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 May 24, 2017 addressed to the PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES at the above mentioned 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.

Very truly yours,

MA. DANA E. PATUAR
OIC Procurement Management Division

QTY	Unit	ARTICLES/DESCRIPTION	Unit Cost	TOTAL COST
		Technical Assistance for PIDS Publications (per attached Terms of Reference).		
		Approved Budget		636,000.00

Delivery Period/Time frame: 12 Months

Price in the above offer is Certified Correct:

Authorized Signature

Name of Firm

Business Permit No./ BIR Certificate of Registration

Applicable Income tax Return

Address

PhilGEPS Registration No.

Tel. No.

Philippine Institute for Development Studies

TERMS OF REFERENCE

Technical Assistance for PIDS Publications

I. BACKGROUND AND RATIONALE

The Publication and Circulation Division of the Research Information Department is in need of a contractor to provide technical assistance in the editing, layouting, and proofreading of PIDS research outputs for publication.

The Institute deems it necessary to engage the services of a technical assistant to ensure the effective, efficient, and timely operation of the said division.

II. SCOPE OF WORK

The contractor shall perform the following tasks:

1. Edits PIDS studies and reports;
2. Performs proofreading, entering of corrections on galley proof, and preparation of camera-ready materials for submission to the printer;
3. Writes press releases for the media and PIDS website as well as articles for the *Development Research News* and *Economic Issue of the Day* based on the highlights of PIDS fora, and the findings and policy recommendations of PIDS studies;
4. Performs layouting of PIDS publications;
5. Prepares abstracts and blurbs;
6. Coordinates with in-house and external editors, writers, layout artists, and printing press companies;
7. Assists in updating the PIDS social media accounts; and
8. Performs other tasks that may be assigned from time to time.

III. REQUIRED QUALIFICATIONS

- Master's degree preferably in Development Communication, Communication, or Journalism, with strong writing and editing skills.
- Four years of relevant experience particularly in the production of publications.
- Excellent communication skills

IV. DELIVERABLES and SCHEDULE OF PAYMENT RELEASES

The Contractor is expected to submit a monthly accomplishment report on or before the 25th day of every month, with acceptance and approval of the Institute.

V. CONTRACT DURATION AND PLACE OF ASSIGNMENT

The contract duration will be for 12 months.

VI. PROJECT COST AND DELIVERABLES

The estimated cost for this service is **P636,000.00 per annum** (P53,000.00/month).

VII. OTHERS

- PIDS will provide office space, internet connection, and other administrative services needed by the contractor to perform his/her tasks, subject to the availability of the same and the usual accounting and auditing rules and regulations.
- There shall be no employer-employee relationship between PIDS and the contractor.