



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
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REQUEST FOR QUOTATION

Date: February 13, 2024
Reference No (PR No.): 2024-055

To All Interested Bidders:

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 **19 February 2024 (5:00PM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Sulng
CAO, Procurement Management Division

Item	Qty	Unit	Articles/Description	Unit Cost	Total Cost
1	600	Copies	Printing of Philippine Journal of Development Volume 47 (2023) Number 2. ABC – PhP150,000.00		
			See attached specifications		

Requirements:

- Valid Mayor's/Business Permit
- Notarized Omnibus Sworn Statement
- PhilGEPs Registration No. (if **PhilGEPs Platinum Certificate** is provided, Mayor's/Business Permit is no longer required)
- Omnibus Sworn Statement

Note: For expired Mayors'/Business Permit, please attach the copy of recently expired Permit and the Official Receipt of payment made for the renewal application.

The price and details of the above offer are certified correct:

Name of Firm (<i>Bidder</i>)	Signature over Printed Name of <i>Bidder's Representative</i>
Address	Business Permit No.
Telephone and/or Mobile No.	Tax Identification Number (<i>TIN</i>)
Email Address	PhilGEPs Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

Printing of Philippine Journal of Development Volume 47 (2023) Number 2

1. Specifications:

- Size: 7" x 10" (folded)
- Color: Cover - Full color with printing on the inside front cover
Inside - One color (16 pages containing figures to be printed in full color [pp. 31, 32, 62, 64, 68, 70, 72, 74, 75, 76, 77, 78, 79, 81, 83, and 85])
- Stock: Cover - Foldcote 12 with UV lamination
Inside - Master smooth/wove 90 gsm, ivory
- Binding: Perfect, Smyth-sewn
- Process: Offset printing
- Pages: 94 manuscript pages excluding cover. Final manuscript pages may increase or decrease; include cost per page for printing additional pages. The manuscript may be inspected at RID. Electronic file of manuscripts to be supplied by PIDS-RID.
- Copies: 600 copies (with 24 self-covered overruns per chapter—total of 4 chapters—to serve as offprint copies for each author)
- Scope of Work: CTP work; color separation; machine proof of cover (actual size, spread) for approval of PIDS; digital 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 2023 and Adobe Illustrator) to be provided digitally by PIDS.

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. Elshamae Robles at phone number 09287468404, or email: erobles@pids.gov.ph. You may also contact the BAC Secretariat c/o Mr. Norlito S. Atienza at telephone number 8877-4013 or email: natienza@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 and approval of proof (including machine proof of cover) within **5 working days** after receipt/pick up of file.
 - Delivery of printed copies must be within **10 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) Inspection of printing office/area may be conducted as part of postqualification to validate printing facilities/equipment.