



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
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REQUEST FOR QUOTATION

Date: February 27, 2024
Reference No (PR No.): 2024-081

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 **04 March 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/or 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. Sung
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	lot	Printing of Research Paper No. 2024-01: Harnessing the Opportunities in Services Trade under RCEP: Perspectives from the Philippines See attached specifications. ABC – PhP120,000.00		
Requirements:					
<ul style="list-style-type: none"> Valid Mayor's/Business Permit PhilGEPS Registration No. (if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required, as long as the attached permit in the Certificate is valid.) Notarized Omnibus Sworn Statement 					

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 Research Paper No. 2024-01: Harnessing the Opportunities in Services Trade under RCEP: Perspectives from the Philippines

Specifications:

Size: 6" x 9" (folded)
Color: Cover – full color
Inside – one color; 1 page to be printed in full color (p.17)
Stock: Cover: Foldcote 12 with UV lamination
Inside: Master smooth/wove 90 gsm, ivory (submit sample of paper for PIDS approval)
Binding: perfect, Smythe-sewn
Process: Offset printing

Copies: 600 copies

Pages: 116 manuscript pages excluding cover; manuscript may be inspected at RID. Electronic file of manuscript to be supplied by PIDS-RID.

Scope of Work: Camera 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; number of pages may increase/decrease – please provide cost per page.

1. 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.

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. Wenilyn M. Asuncion at mobile number +63 917 209 4269 or email: wasuncion@mail.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.

2. 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 digital proof (include machine proof of cover) must be within **4 working days** upon pick up of file.
 - Delivery of printed copies must be within **6 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.
- d) Submission of electronic file (Adobe InDesign and PDF) of the final copy of the laid-out manuscript.