



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
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Tel No. 8877-4013/4006 : Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: May 14, 2024
Reference No (PR No.): 2024-173

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 **20 May 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. Suing

CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	600	copies	Printing of Economic Policy Monitor 2022-2023. ABC – PhP450,000.00		
			See attached specifications.		
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 PIDS Economic Policy Monitor 2022–2023

1. Specifications:

Size: 8.5" x 11" (folded);
Color: Cover – full color as per supplied design, one side printing
Inside – full color
Stock: Cover – Foldcote caliper 12 with matte lamination
Inside – Master smooth/wove 90 gsm, ivory
Binding: Perfect, Smyth-sewn
Process: Offset printing

Copies: 600 copies

Pages: 209 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; machine proof of cover (actual size, spread) for approval of PIDS; actual size 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 digitally 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. Maryam P. Tubio at telephone number 8877-4026 or email: mtubio@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@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 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 post qualification to validate printing facilities/equipment.

Conforme:

Name and Signature of Bidder's Representative