



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006 : Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: June 06, 2024
Reference No (PR No.): 2024-195A

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 **11 June 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. Sulig
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	600	copy	Printing of PIDS Annual Public Policy Conference (APPC) 2023 Proceedings. ABC – PhP300,000.00		
			See attached specifications.		

Requirements:

- 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 Annual Public Policy Conference (APPC) 2023 Proceedings

1. Specifications:

- Size: 8.5" x 11" (folded);
- Color: Cover – full color as per supplied design, one side printing
Inside – one color (18 pages to be printed in full color: pages 11, 12, 13, 14, 15, 17, 18, 20, 23, 24, 27, 71, 96, 97, 98, 99, 100, and 107)
- Stock: Cover – Foldcote caliper 12 with UV lamination
Inside – Master smooth/wove 90 gsm, ivory
- Binding: Perfect, Smyth-sewn
- Process: Offset printing
- Copies: 600 copies
- Pages: 126 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.

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 telephone number 8877-4027 or email: wasuncion@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 **15 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.

Conforme:

Name and Signature of Authorized Representative