



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: May 22, 2024
Reference No (PR No.): 2024-183

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 **27 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. Sulig
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	2000	copies	Printing of Development Research News (DRN) 2024 January-March issue. ABC – PhP55,000.00		
			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 Development Research News (DRN) 2024 January–March issue

1. Specifications:

Size: 8.5" x 11" (folded)
Color: full color
Stock: Bookpaper 80 lbs
Binding: Saddle stitch;
Process: Offset printing

Copies: 2,000 copies

Pages: 24 pages, self-cover

Scope of Work: Manuscript may be inspected at RID. Electronic file of manuscript to be supplied by PIDS-RID. CTP work; digital proof (actual size, a second one if necessary) for approval of PIDS; correction on digital proof if necessary; machine proof (actual size, spread) for approval of PIDS; running, folding, and binding; and corresponding production supervision; number of pages may increase/decrease-please provide price per page.

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. 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 of digital proof must be within **2 working days** upon pick up of file.
 - Delivery of printed copies must be within **5 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.

Conforme:

Name and Signature of Bidder's Representative