



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES  
18<sup>th</sup> 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: August 13, 2024  
Reference No (PR No.): 2024-267

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 August 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	500	set	Printing of the DPRM Conference Kit. Inclusions: a. PIDS Brochure b. SERP-P Brochure c. DPRM FAQs Sheet d. APPC booklet e. Conference kit expanding envelope (See attached Specifications). Scope of work: Camera work; color separation; machine proof 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 for the booklet (please provide cost per page). Delivery: 1 <sup>st</sup> batch: 100pcs – August 27, 2024 2 <sup>nd</sup> batch: 200pcs – September 10, 2024 3 <sup>rd</sup> batch: 200pcs-September 24, 2024  ABC – PhP250,000.00		

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 <i>and/or Mobile No.</i>	_____ Tax Identification <i>Number (TIN)</i>
_____ <i>Email Address</i>	_____ 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 the DPRM 2024 Conference Kit

### I. Inclusion

Material	Specifications
<b>PIDS Brochure</b>	<ul style="list-style-type: none"> <li>- Size: 8.5 in x 13 in</li> <li>- Fold: Three folds</li> <li>- Color: Full color</li> <li>- Stock: C2S 120, glossy/laminated</li> <li>- Process: Offset printing</li> </ul>
<b>SERP-P Brochure</b>	<ul style="list-style-type: none"> <li>- Size: 8.5 in x 13 in</li> <li>- Fold: Three folds</li> <li>- Color: Full color</li> <li>- Stock: C2S 120, glossy/laminated</li> <li>- Process: Offset printing</li> </ul>
<b>DPRM 2024 FAQs Sheet</b>	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Pages: 1 page print, back-to-back</li> <li>- Color: Full color</li> <li>- Stock: C2S 80 GSM, glossy</li> <li>- Process: Offset printing</li> </ul>
<b>APPC booklet</b>	<ul style="list-style-type: none"> <li>- Size: 6 in x 9 in (folded)</li> <li>- Stock: Cover - Foldcote 12 with UV lamination</li> <li>- Inside pages - Master smooth/wove 90 gsm, ivory (submit sample of paper for PIDS approval)</li> <li>- Color: Full color</li> <li>- Binding: Saddle stitch</li> <li>- Pages: 30 pages; self-cover</li> <li>- Process: Offset printing</li> </ul>
<b>Conference kit expanding envelope</b>	<ul style="list-style-type: none"> <li>- Center pocket: 9 3/8 in tall horizontal pockets, glued both sides</li> <li>- Dimension closed: 15 in x 10 in</li> <li>- Expansion Size: 1.5 in</li> <li>- Acceptable insert sizes: 14 in x 8.5 in</li> <li>- Process: Offset printing</li> <li>- Stock: 100lb, C1S, Semi-gloss</li> <li>- Orientation: Landscape</li> <li>- Closure: Elastic band closure</li> </ul>

#### Scope of Work:

Camera work; color separation; machine proof 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 for the booklet (please provide cost per page)

#### Delivery:

1st batch: 100 pcs - August 27, 2024

2nd batch: 200 pcs - September 10, 2024

3rd batch: 200 pcs - September 24, 2024

## II. Other Particulars

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.
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 kit (brochures, fact sheet, booklet, envelope)

## III. Contact Persons

*For printing concerns:*

Ms. Maria Alyssa Esguerra  
Public Affairs Division  
Email: [mesguerra@pids.gov.ph](mailto:mesguerra@pids.gov.ph) | Tel: 8877-4028

*For procurement concerns:*

Mr. Norlito S. Atienza  
Procurement Management Division  
Email: [natienza@pids.gov.ph](mailto:natienza@pids.gov.ph) | Tel: 8877-4013

Conforme:

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Name and Signature of Bidder's Representative.