



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
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REQUEST FOR QUOTATION

Date: October 21, 2024
Reference No (PR No.): 2024-348

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 **October 28, 2024 (10:00 AM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and 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	2,000	pcs	<p>Printing of Development Research News (DRN) 2024 July-September Issue.</p> <p>Please see attached specifications</p> <p>ABC: PhP55,000.00</p> <p>Delivery Period: 15 calendar days upon receipt of Purchase Order</p>		

Requirements:

- Valid Mayor's/Business Permit
- PhilGEPS Registration No. (if **PhilGEPS Platinum Certificate** is provided, Mayor's/Business Permit is no longer required)
- Notarized Omnibus Sworn Statement and Secretary's Certificate if applicable

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 July–September Issue

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. For accuracy of rates, 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 Ms. Clarizza Mae P. Blanco-Escala or email: cescala@pids.gov.ph.
3. Terms and Conditions:
 - a. Terms of Payment: Payment shall be made upon delivery, acceptance, and inspection of the output.
 - b. 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