



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: February 25, 2025  
Reference No (PR No.): 2025-059

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 **04 March 2025 (10:00AM)** 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

Lot	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	300	copies	Special Publications <b>One (1) Issue</b> of the Economic Policy Monitor 2023-2024 (refer to Annex A-1 for the particulars) ABC – <b>PhP180,000.00</b>		
2	900	copies	Monographs: RPS and PJD <b>Three (3) Issues</b> (at <b>300 copies per issue</b> ) of the Research Paper Series (refer to Annex A-2 for the particulars) ABC – <b>PhP247,500.00</b>		
	600	copies	<b>Two (2) Issues</b> (at <b>300 copies per issue</b> ) of the Philippine Journal of Development (refer to Annex A-3 for the particulars) ABC – <b>PhP240,000.00</b>		
3	6,000	copies	Stapled self-cover booklets <b>Six (6) Issues</b> (at <b>1,000 copies per issue</b> ) of the PIDS Policy Notes (refer to Annex A-4 for the particulars) ABC – <b>PhP180,000.00</b>		
	4,000	copies	<b>Two (2) Issues</b> (at <b>2,000 copies per issue</b> ) of the PIDS Development Research News (refer to Annex A-5 for the particulars) ABC – <b>PhP132,000.00</b>		
			See attached Annex A "Specifications and Payment Terms"		

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
  - Supported by notarized applicable Authority of Signatory
- Audited Financial Statements

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 Number ( <i>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.

## Annex

### A. Specifications and Payment Terms

#### 1. PIDS Economic Policy Monitor 2023-2024

##### a. Technical Specifications

Number of Issue	1
Copies	300 copies per issue
Pages:	230 manuscript pages excluding cover; <b>final pages may increase/decrease; include cost per page for printing additional pages.</b> Manuscript may be inspected at Research Information Department (RID). Previous issues/samples of this publication may be viewed here: <a href="https://www.pids.gov.ph/publications/category/economic-policy-monitor">https://www.pids.gov.ph/publications/category/economic-policy-monitor</a>
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
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 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

##### b. Deliverables, Timeline/Delivery, Payment Terms

DELIVERABLE	TIMELINE	PAYMENT
Delivery and approval of proof <i>(Note: PIDS may request a second round of proofing, if necessary)</i>	within 7 calendar days after receipt/pick up of the file.	N/A
Delivery of printed copies	within 15 calendar days after approval of final proof by PIDS and issuance of a Task Letter/ Delivery Order	Within 15 calendar days after acceptance of delivery and receipt of billing/sales invoice

## 2. Research Paper Series

### a. Technical Specifications

Number of Issues	3
Copies	300 copies per issue
Pages:	About 100 manuscript pages excluding cover; <b>final pages may increase/decrease; include cost per page for printing additional pages.</b> Previous issues/samples of this publication may be viewed here: <a href="https://www.pids.gov.ph/publications/category/research-paper-series">https://www.pids.gov.ph/publications/category/research-paper-series</a>
Size:	6" x 9" (folded)
Color:	Cover – full color Inside – one color; number of pages with figures to be printed in full color; the number of pages varies per issue; <b>include cost per page for printing additional pages in full color.</b>
Stock:	Cover: Foldcote 12 with UV lamination Master smooth/wove 90 gsm, ivory
Binding:	Perfect, Smyth-sewn
Process	Offset printing
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 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

### b. Deliverables, Timeline/Delivery, Payment Terms

DELIVERABLE	TIMELINE	PAYMENT
Delivery and approval of proof <i>(Note: PIDS may request a second round of proofing, if necessary)</i>	within 7 calendar days after receipt/pick up of the file.	N/A
Delivery of printed copies	within 15 calendar days after approval of final proof by PIDS and issuance of a Task Letter/ Delivery Order	Within 15 calendar days after acceptance of delivery and receipt of billing/sales invoice

## 3. Philippine Journal of Development

### a. Technical Specifications

Number of Issues	2
Copies	300 copies per issue
Pages:	<b>About 100</b> manuscript pages excluding cover; <b>final pages may increase/decrease; include cost per page for printing additional</b>

	<b>pages.</b> Previous issues/samples of this publication may be viewed here: <a href="https://www.pids.gov.ph/content/publication/index-pjd">https://www.pids.gov.ph/content/publication/index-pjd</a>
Size:	7" x 10" (folded)
Color:	Cover – full color Inside – one color; number of pages with figures to be printed in full color; the number of pages varies per issue; <b>include cost per page for printing additional pages in full color.</b>
Stock:	Cover: Foldcote 12 with UV lamination Master smooth/wove 90 gsm, ivory
Binding:	Perfect, Smyth-sewn
Process	Offset printing
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 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

**b. Deliverables, Timeline/Delivery, Payment Terms**

<b>DELIVERABLE</b>	<b>TIMELINE</b>	<b>PAYMENT</b>
Delivery and approval of proof <i>(Note: PIDS may request a second round of proofing, if necessary)</i>	within 7 calendar days after receipt/pick up of the file.	N/A
Delivery of printed copies	within 15 calendar days after approval of final proof by PIDS and issuance of a Task Letter/ Delivery Order	Within 15 calendar days after acceptance of delivery and receipt of billing/sales invoice

**4. Policy Notes**

**a. Technical Specifications**

Number of Issues	6
Copies	1,000 copies per issue
Pages:	<b>About 6–12 pages; self-cover; final pages for each issue may increase/decrease; include cost per page for printing additional pages.</b> Previous issues/samples of this publication may be viewed here: <a href="https://www.pids.gov.ph/publications/category/policy-notes">https://www.pids.gov.ph/publications/category/policy-notes</a>
Size:	8.5" x 11" (folded)
Color:	full color
Stock:	Bookpaper 60 lbs
Binding:	Saddle stitch for issues with 8 pages and above
Process	Offset printing
Scope of Work	CTP work; digital color proof (actual size, a second one if necessary) for approval of PIDS; correction on digital proof if necessary; color separation; running and folding; and corresponding production

	supervision.
Others:	Design/layout (made using Adobe InDesign 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

**b. Deliverables, Timeline/Delivery, Payment Terms**

<b>DELIVERABLE</b>	<b>TIMELINE</b>	<b>PAYMENT</b>
Delivery and approval of proof <i>(Note: PIDS may request a second round of proofing, if necessary)</i>	within <b>5 calendar days</b> after receipt/pick up of the file.	N/A
Delivery of printed copies	within <b>7 calendar days</b> after approval of final proof by PIDS and issuance of a Task Letter/ Delivery Order	Within <b>15</b> calendar days after acceptance of delivery and receipt of billing/sales invoice

**5. Development Research News**

**a. Technical Specifications**

Number of Issues	2
Copies	2,000 copies per issue
Pages:	20–28 pages (may vary); self-cover; <b>final pages for each issue may increase/decrease; include cost per page for printing additional pages.</b> Previous issues/samples of this publication may be viewed here: <a href="https://www.pids.gov.ph/publications/category/development-research-news">https://www.pids.gov.ph/publications/category/development-research-news</a>
Size:	8.5” x 11” (folded)
Color:	full color
Stock:	Bookpaper 60 lbs
Binding:	Saddle stitch
Process	Offset printing
Scope of Work	CTP work; digital color proof (actual size, a second one if necessary) for approval of PIDS; correction on digital proof if necessary; color separation; running and folding; and corresponding production supervision.
Others:	Design/layout (made using Adobe InDesign 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

**b. Deliverables, Timeline/Delivery, Payment Terms**

<b>DELIVERABLE</b>	<b>TIMELINE</b>	<b>PAYMENT</b>
Delivery and approval of proof <i>(Note: PIDS may request a second round of proofing, if necessary)</i>	within <b>5 calendar days</b> after receipt/pick up of the file.	N/A
Delivery of printed copies	within <b>7 calendar days</b> after approval of final proof by PIDS and issuance of a Task Letter/ Delivery Order	Within <b>15</b> calendar days after acceptance of delivery and receipt of billing/sales invoice

## **B. Requirements**

Submit a proposal with quoted price inclusive of VAT, including the **cost per page for printing additional pages (both in one color and full color), as the number of pages may still increase/decrease.**


For accuracy of rates, accredited printers may personally inspect the manuscript at the Publications and Circulation Division, Research Information Department c/o Ms. Maryam P. Tubio or Ms. Wenilyn Asuncion at telephone number 8877-4026 or 8877-4027 or email: [mtubio@mail.pids.gov.ph](mailto:mtubio@mail.pids.gov.ph) and [wasuncion@pids.gov.ph](mailto: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@mail.pids.gov.ph](mailto:natienza@mail.pids.gov.ph).

## **C. Terms and Conditions**

Terms of Payment: Payment shall be made upon delivery, acceptance, and inspection of the output.

- 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.
- Inspection of the printing office/area may be conducted as part of technical evaluation to validate printing facilities/equipment.

Prepared by:

  
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