



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES  
th 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: March 20, 2025  
Reference No (PR No.): 2025-079

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 **March 27, 2025 (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	300	copies	<b>Printing of 1 Issue of the Economic Policy Monitor 2023-2024</b>  <b>Please see attached Annex for particulars</b>  <b>ABC: PhP306,000.00</b>		

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
  - Notarized Secretary's Certificate for Authorized Representatives

The price and details of the above offer are certified correct:

\_\_\_\_\_  
Name of Firm (*Bidder*)

\_\_\_\_\_  
Signature over Printed Name of *Bidder's Representative*

\_\_\_\_\_  
Address

\_\_\_\_\_  
Business Permit No.

\_\_\_\_\_  
Telephone *and/or* Mobile No.

\_\_\_\_\_  
Tax Identification Number (*TIN*)

\_\_\_\_\_  
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.

## Annex

### 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.
Timeline/Delivery	- Delivery and approval of proof within <b>5 working days</b> after receipt/pick up of file. - Delivery of printed copies must be within <b>10 working days</b> after approval of final proof by PIDS.
Others:	Design/layout (made using Adobe InDesign 2024 and Adobe Photoshop/Illustrator) to be provided digitally by PIDS-RID.

#### B. Requirements

Submit a proposal with quoted price inclusive of VAT, including **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 at telephone number 8877-4026 or email: [mtubio@mail.pids.gov.ph](mailto:mtubio@mail.pids.gov.ph). You may also contact the BAC Secretariat c/o Ms. Clarizza Mae P. Blanco-Escala at telephone number 8877-4013 or email: [cescala@mail.pids.gov.ph](mailto:cescala@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 the technical evaluation to validate printing facilities/equipment.

CONFORME: \_\_\_\_\_