



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 14, 2025

Reference No (PR No.): 2025-135

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 May 2025 (9:00AM)** 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. Suring
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
			Supply and delivery of various Tokens		
1	105	sets	a. Gift sets ABC PhP194,250.00		
2	50	pcs	b. Laptop mat ABC PhP19,750.00		
3	50	sets	c. Cube memo pad & pen holder ABC PhP10,000.00		
			Please see attached specifications and delivery instructions.		
Requirements: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Notarized Authority of the Signatory (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.

1. LOT 1 - Gift Set (QTY: 105)

Minimum Specifications

Gift Set must include the following:

1.a) Business journal with PIDS logo

Size: A5 (14.8cm x 21cm)

Pages: 100–120 pages (80–100gsm paper)

Cover: Hard cover or PU leather

Binding: Sewn or glue-bound

Layout: Lined, Dotted, or Blank pages

Color Option: Vintage Brown

Logo:

1.b) Vintage pencil case

Material: PU leather or canvas (optional: vegan leather)

Size: Approx. 20cm x 6cm x 4cm

Closure: Leather wrap

Design: Vintage-style stitching

Color Option: Vintage Brown

Interior: Fabric lining, single compartment

1.c) Luggage tag

Material: PU Leather

Size: 10cm x 6.5cm (standard)

Attachment: Adjustable strap

Window: Transparent ID window

Color Option: Vintage Brown

1.d) Coffee cup sleeves

Material: Recycled Kraft Paper, Felt or PU leather

Size: Standard fit for 12oz–16oz cups (approx. 105mm x 60mm) Thickness: 1.5–2mm (for heat insulation)

Color Option: Vintage Brown

1.e) Coffee tumbler with lid

Material: Double-wall stainless steel (vacuum insulated) or plastic Capacity: 350ml or 500ml

Lid: Spill-proof, snap or twist-lock with silicone seal

1.f) Others:

With black hard box (rigid cardboard) and white paper bag (at least 300 gsm) with PIDS logo

2. Laptop Mat (QTY: 50)

Minimum Specifications:

- Leatherette Material
- 30 x 70 cm; Thickness 3 mm
- Debossed PIDS logo
- With individual packaging


3. Cube memo pad & pen holder (QTY: 50) Minimum Specifications:

- Includes non-sticky notes and small sticky labels/notes
- Size: 3x3 inches
- With PIDS logo
- With individual packaging

Delivery Instructions:

1. Suppliers must provide samples/mockup within 5 calendar days upon receipt of Purchase Order.
2. Partial delivery within 3 calendar days upon approval of mockup.
3. Complete Delivery within 15 calendar days upon approval of final design.

Prepared by:


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Information Officer

Noted by:


Alyssa Marie A. Briones-Mendoza
Division Chief