



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: July 17, 2025

Reference No (PR No.): 2025-208

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 **July 28, 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,

CAO, Procurement Management Division

Item	Qty	Unit	Articles/Description	Unit Cost	Total Cost
<b>Lot 1: Book</b>					
1	500	Copy	1 PIDS Annual Report (refer to Annex A-2 for the particulars)  <b>ABC: PhP300,000.00</b>		
<b>Lot 2: Monograph: RPS</b>					
1	1200	Copy	4 issues (at 300 copies per issue) of the Research Paper Series (refer to Annex A-3 for the particulars)  <b>ABC: PhP366,000.00</b>		
<b>Lot 3: Stapled self-cover booklets</b>					
1	6000	Copy	6 issues (at 1,000 copies per issue) of the PIDS Policy Notes (refer to Annex A-4 for the particulars)  <b>ABC: PhP180,000.00</b>		
2	4000	Copy	2 issues (at 2,000 copies per issue) of the PIDS Development Research News (refer to Annex A-5 for the particulars)  <b>ABC: PhP132,000.00</b>		
Remarks: Pls see attached Technical Specifications					
Requirements: <ul style="list-style-type: none"> <li>Valid Mayor's/Business Permit</li> <li>PhilGEPS Registration No. (if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required)</li> <li>Notarized Omnibus Sworn Statement - Supported by applicable Notarized Authority of Representative/Signatory</li> <li>Income/Business Tax Returns (for ABC above PhP500,000.00)</li> </ul>					

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

_____ Name of Firm ( <i>Bidder</i> )	_____ Signature over Printed Name <i>of 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.

## Annex

### A. Technical Specifications

#### 1. PIDS 2024 Annual Report

Number of Issue	1
Copies	500 copies
Pages:	216 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/annual-reports">https://www.pids.gov.ph/publications/category/annual-reports</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 and spot UV Inside – matte coated 80
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.

#### 2. Research Paper Series

Number of Issues	4
Copies	300 copies per issue
Pages:	No. of pages (excluding cover) per issue: RPS 2024-02: 90 RPS 2024-03: 92 RPS 2024-04: 94 RPS 2024-05: 108 <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.
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.

### 3. Policy Notes

Number of Issues	6
Copies	1,000 copies per issue
Pages:	Self-cover No. of pages for each issue: PN 2024-07: 10 pages PN 2024-08: 6 pages PN 2024-09: 8 pages PN 2024-10: 6 pages PN 2024-11: 8 pages PN 2024-12: 8 pages <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/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.
Timeline/Delivery	- Delivery and approval of proof within <b>2 working days</b> after receipt/pick up of file. - Delivery of printed copies must be within <b>5 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.

### 4. Development Research News

Number of Issues	2
Copies	2,000 copies per issue
Pages:	Self-cover No. of pages: DRN 2024-02: 28 pages DRN 2024-03: 24 pages <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.
Timeline/Delivery	- Delivery and approval of proof within <b>2 working days</b> after receipt/pick up of file. - Delivery of printed copies must be within <b>5 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. Gizelle Manuel at telephone number 8877-4016 or email: [gmanuel@pids.gov.ph](mailto:gmanuel@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 post-qualification to validate printing facilities/equipment.