

## REQUEST FOR QUOTATION

### "Printing Services of Information, Education, and Communication (IEC) Materials for the FCDC 2020"

P.R. No./Date Received: 201911-0287 / 27 November 2019

RFQ/P No. / Date: 201911-0253 / 29 November 2019

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Valid Mayor's/Business Permit
- Latest Income/Business Tax Return
- PhilGEPS Registration Number (proof of registration must be submitted)
- Notarized Omnibus Sworn Statement (to be submitted prior to issuance of Job Order)
- Signed Technical Specifications

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [mvbambao@phcc.gov.ph](mailto:mvbambao@phcc.gov.ph) on or before **03 December 2019, 12:00NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
Chairperson, PBAC

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1 lot	500 copies	₱ 45,100.00	Infokit Folder			
	500 copies	₱ 39,400.00	Handbook for General Public			
	500 copies	₱ 51,900.00	Guide for Business			
	500 copies	₱ 36,200.00	FAQs on Competition			
	500 copies	₱ 46,900.00	Primer			
	1000 copies	₱ 14,100.00	Brochure			
	2000 copies	₱ 43,300.00	Poster (2 types - 1000 copies each poster)			
	500 copies	₱ 116,900.00	Annual Report			
			<i>(Please see attached Technical Specifications)</i>			
			----- Nothing Follows -----			
<b>Total Lot ABC</b>		<b>₱ 393,800.00</b>		<b>TOTAL Amount:</b>		
<b>Delivery Instructions:</b>			<i>*Please see attached Technical Specifications.</i>			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

**LIST OF SPECIFICATIONS**

<b>INFOKIT FOLDERS</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 pcs
Size	9 x 14 inches (folded)
Fold	Tri-fold
Materials	Main folder and pockets: C2S (coated on 2 sides), matte, 300+ gsm laminated With special / custom cuts (die-cut)
Color	4/4
Delivery	TWO (2) mock ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete number of copies within SEVEN (7) business DAYS upon approval of mock-up copies

<b>PUBLICATION: HANDBOOK FOR THE GENERAL PUBLIC</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 copies
Size	<b>A. Back and Cover Size</b> Folded: A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches <b>B. Inside Page Size:</b> A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches
No. of pages	36 (including the front and back covers)
Materials	C2S 220 lbs (cover) Matte lamination (front and back cover) 118 GSM, C2S #80 (inside pages)
Process	Offset Printing
Color	1. Back-Cover and Inside front and inside back: 4 colors (CMYK) back to back 2. Inside Pages – 4 colors (CMYK) back to back
Fold type	Single fold
Binding	Saddle Stitched
Delivery	TWO (2) mock ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete Delivery within SEVEN (7) business days from approval of the mock up

<b>PUBLICATION: GUIDE FOR BUSINESS</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 copies
Size	<b>A. Back and Cover Size</b> Folded: A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches <b>B. Inside Page Size:</b> A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches
No. of pages	48 pages, including cover page
Materials	C2S 220 lbs (cover) Matte lamination (front and back cover) 118 GSM, C2S #80 (inside pages)

Color	1. Back-Cover and Inside front and inside back: 4 colors (CMYK) back to back 2. Inside Pages – 4 colors (CMYK) back to back
Process	Offset Printing
Binding	Saddle stitched Binding
Delivery	TWO (2) mock ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete Delivery within SEVEN (7) business days from approval of the mock up

<b>PUBLICATION: FAQs</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 copies
Size	<b>A. Back and Cover Size</b> Folded: A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches <b>B. Inside Page Size:</b> A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches
No. of pages	24-28 pages, including cover page
Materials	C2S 220 lbs (cover) Matte lamination (front and back cover) 118 GSM, C2S #80 (inside pages)
Color	1. Back-Cover and Inside front and inside back: 4 colors (CMYK) back to back 2. Inside Pages – 4 colors (CMYK) back to back
Process	Offset Printing
Binding	Saddle stitched
Delivery	TWO (2) mock ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete Delivery within SEVEN (7) business days from approval of the mock up

<b>PUBLICATION: PRIMER</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 copies
Size	<b>A. Back and Cover Size</b> Folded: A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches <b>B. Inside Page Size:</b> A5 (Portrait) 5.8268 inches X 8.2677 inches Spread: A4 (Landscape) 8.27 inches X 11.69 inches
No. of pages	40-44 pages, including cover page
Materials	C2S 220 lbs (cover) Matte lamination (front and back cover) 118 GSM, C2S #80 (inside pages)
Color	1. Back-Cover and Inside front and inside back: 4 colors (CMYK) back to back 2. Inside Pages – 4 colors (CMYK) back to back
Process	Offset Printing
Binding	Saddle Stitched
Delivery	TWO (2) mock ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete delivery within SEVEN (7) business days from approval of the mock up

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<b>PUBLICATION: BROCHURE</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	1000 copies
Size	8.7 x 12 inches (Spread)
No. of pages	1 page (back-to-back)
Materials	Premium inkjet and laser jet A3 matte, 100g/m2
Color	4/4
Process	Offset Printing
Other	Trifold
Delivery	TWO (2) mock-ups within TWO (2) business days from receipt of file from PCC-CKMO Complete delivery within FIVE (5) business days from approval of the mock-up

<b>ANNUAL REPORT</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	500 copies
Dimension	11.7 inches x 8.25 inches - portrait 11.7 inches x 16.53 inches - landscape
Pages	60 pages including front and back cover
Materials	Cover: Matte or C2S 220 lbs Inside pages: Matte 120 lbs
Color	Full color / full bleed (cover and inside pages)
Process	Offset Printing
Binding	Perfect Binding
Delivery	TWO (2) actual mock-ups within FIVE (5) business days from receipt of file from PCC-CKMO Complete number of copies within TEN (10) business days from approval of the mock-up

<b>POSTER (2 types)</b>	
<b>Specifications</b>	<b>Requirement</b>
Quantity	1000 copies per poster
Size	18 inches X 24 inches
Paper	150 gsm – 170 gsm matte
Color	4/0
Delivery	TWO (2) actual mock-ups within ONE (1) business day from receipt of file from PCC-CKMO Complete number of copies within FIVE (5) business days from approval of the mock-up

Prepared by:

  
**Ferdinand L. Paguia**  
Division Chief, CKMO