



REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP
CENTER

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 709-4146 / 929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

RFQ NO.: 2019-02-008

To All Eligible Bidders:

Please quote your lowest price/s for the item/s listed on the attached form including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies thru facsimile/email at procurement@ppp.gov.ph or in a sealed envelope labeled with the PR and RFQ numbers to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address on or before 5:00pm of March 06, 2019

Note: Facsimile or email submissions that are not submitted to the designated facsimile number(i.e. 9293971) or email address(i.e procurement@ppp.gov.ph) will not be accepted.

Your participation to this bidding shall be subject to the requirements as provided below:

- The mode of procurement is Small Value Procurement. Quotation should not exceed the on the Approved Budget for the Contract (ABC) on a per lot basis:

		ABC
lot 1	Printing of Investment Brochure, 350 copies	₱ 29,400.00
lot 2	Printing of Awarded Projects Brochure, 450 copies	₱ 46,350.00
lot 3	Printing of Philippine PPP Program Flyer, 4,000 copies	₱ 28,000.00
lot 4	Printing of FAQs on PPP Program Flyers, 4,000 copies	₱ 28,000.00
lot 5	Printing of Joint Venture for LGUs Flyers, 4,000 copies	₱ 28,000.00
lot 6	Printing of BOT Law and IRR, 400 copies	₱ 80,000.00
lot 7	Printing of PPPTalk 2018 2nd Semester Issue, 700	₱ 28,000.00
lot 8	Printing of PPP Folders, 2500 pcs	₱ 60,000.00
	total	₱ 327,750.00

- Quotation must be inclusive of all applicable government taxes
- Quotation must be submitted using the attached form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
- Valid Mayor's/Business Permit
 - PhilGEPS Certificate under Platinum Membership or PhilGEPS Registration Number *
 - Conformed Terms of Reference
 - Omnibus Sworn Statement for Lots 6 and 8
- Interested bidders may bid in any or all of the items being bid out.
- Evaluation of bids and award shall be made by lot to the bidder with the lowest calculated and responsive quotation.
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- Procured items must be delivered to PPP Center.
- Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

* To be submitted by the bidder with LCRB as condition for award

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PPPCP-General Services Division c/o Ms. Mildred A. Castillo in the above address/telephone number.

Very truly yours,


FEROISA FRANCISCA T. CONCORDIA
Chairperson, Bids and Awards Committee



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REQUEST FOR QUOTATION

27 February 2019

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	lot	Printing of Investment Brochure, 350 copies		
	1	lot	Printing of Awarded Projects Brochure, 450 copies		
	1	lot	Printing of Philippine PPP Program Flyer, 4,000 copies		
	1	lot	Printing of FAQs on PPP Program Flyers, 4,000 copies		
	1	lot	Printing of Joint Venture for LGUs Flyers, 4,000 copies		
	1	lot	Printing of BOT Law and IRR, 400 copies		
	1	lot	Printing of PPPTalk 2018 2nd Semester Issue, 700 copies		
	1	lot	Printing of PPP Folders, 2500 pcs		
			Please see attached Terms of Reference		

(Bidders, Please Provide complete information below)

Posted on:	Signature:
Farmed-out:	Name/Designation:
Retrieved on:	Name of Company:
	Address:
	Telephone/Fax:
PR#	TIN:

TERMS OF REFERENCE

PRINTING OF THE PUBLIC-PRIVATE PARTNERSHIP (PPP) INVESTMENT BROCHURE

I. Rationale

The Public-Private Partnership Center of the Philippines through the Capacity Building and Knowledge Management Service proposes the printing of the *Public-Private Partnership Center Investment Brochure*. The brochure will serve as marketing collateral of the PPP Center in promoting the various investment opportunities under the country's PPP Program to both local and international stakeholders.

II. Scope of Work

A printing firm/company will be engaged in the production of the aforementioned. The specific requirements of the printing of the PPP Investment Brochure are as follows:

COLOR PROOFING/PRINTING SPECIFICATIONS

- | | | | |
|-----|------------------|---|--------------------------------------------------------------|
| 1.1 | Quantity | : | 350 copies |
| 1.2 | Color proofing: | | Full color |
| 1.3 | Specifications : | | PPP Investment Brochure |
| | Size | : | height 8.5 inches; width 5.5 inches (cover and inside pages) |
| | No. of pages | : | 48 pages |
| | Stock | : | Cover: C2S #120
Inside pages: C2S #80 and matte finish |
| | Color | : | Full / Full |
| | Binding | : | Saddle Stitch |
| | Cover Finish | : | Matte laminated |

III. Approved Budget for the Contract

The approved budget contract for the project is PHP 29,400.00; inclusive of all government taxes and charges.

IV. Duties and responsibilities of the printing firm/company:

1. Submit first proof one (1) working day (8:00 a.m. to 5:00 p.m., Monday to Friday) after the receipt of the Notice of Award and/or Notice to Proceed; subject to correction of the PPP Center.
2. Submit second proof one (1) working day (8:00 a.m. to 5:00 p.m., Monday to Friday) after the receipt of the revised and corrected first proofs from the PPP Center.
3. Submit digital proof one (1) working day (8:00 a.m. to 5:00 p.m., Monday to Friday) after the receipt of the revised and corrected second proofs from the PPP Center.
4. Print and deliver the final printed copies of the PPP Investment Brochure seven (7) working days after the receipt of the final and approved proofs from the PPP Center; and
5. Replace any PPP Investment Brochure deemed by the PPP Center to be damaged or defective, at no additional cost to the PPP Center (Refer to Section VIII. Warranty).

V. Duties and responsibilities of the PPP Center:

1. Provide the printing firm/company a soft copy of camera-ready e-file of the PPP Investment Brochure ready for printing;
2. Evaluate and approve proofs submitted by the printing firm/company and provide go signal for final printing;
3. Issue a Certificate of Satisfactory Service five (5) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after complete delivery of the PPP Investment Brochure;
4. Pay fees and issue a Certificate of Acceptance for the printing services rendered by the printing firm/company in accordance with the schedule specified under Section VII and upon compliance with the documentary requirements for the processing of payment; and
5. Notify the printing firm of any damaged or defective copies of the PPP Investment Brochure (Refer to Section VIII. Warranty).

VI. Delivery Schedule

One-time delivery of 350 copies of the PPP Investment Brochure seven (7) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after the receipt of the final and approved proof of the PPP Investment Brochure.

VII. Payment Scheme

Full payment after the complete delivery and issuance of Certificate of Satisfactory Service (item 4 of Section V).

VIII. Warranty

1. Warranty of service from the printing firm/company is 60 working days from the receipt of Certificate of Satisfactory Service from the PPP Center.
2. The PPP Center will notify the printing firm/company of any printing-related damage or defects within the warranty period.
3. The printing firm/company will replace all of the PPP Investment Brochure deemed by the PPP Center to be damaged or defective, at no additional cost to the PPP Center.
4. The printing firm/company must deliver all replacement copies of the PPP Investment Brochure to the PPP Center within five (5) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after the warranty period.

IX. Penalties for Delay (Liquidated Damages) (refer to Section 3 of the IRR)

The PPP Center will subtract 1/10 of every 1% of the total project cost for every calendar day of delay beyond the required submission schedule for the printing firm/company (Refer to Section VII).

CONFORME:

Name of Service Provider

Signature over Printed Name

Date: _____