REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP CENTER
8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: www.ppp.gov.ph

# REQUEST FOR QUOTATION

## PRINTING OF BOT LAW AND REVISED IRR

**RFQ NO.:** 2021-08-036
August 17, 2021

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or **through electronic mail at procurement@ppp.gov.ph** on or before 5:00pm of August 25, 2021 , subject to the following terms and conditions:

☑ The electronic submission procedure shall be as follows:

| | |
|---|---|
| ☑ | Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center. |
| ☑ | Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted. |
| ☑ | Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered. |

☑ The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement is Php 85,000.00.

☑ Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.

☑ Quotation must be submitted using the attached RFQ 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 or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; |
| ☑ | PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award); |
| ☑ | Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020; and |
| ☑ | Conformed Terms of Reference (see attached). |

☑ Award shall be made to the Lowest Calculated and Responsive Quotation or Single 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 served/provided to PPP Center. |
| √ | Payment shall be made seven (7) working days after receipt of billing statement.<br>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. |

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 the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,

**MARIA THERESA L. LARANANG**
Chairperson, Bids and Awards Committee

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# REQUEST FOR QUOTATION

17 August 2021

| Item No. | Qty. | Unit | ITEM/DESCRIPTION | UNIT Price | Total (PhP) |
|---|---|---|---|---|---|
| | 1 | lot | Printing of 200 copies Philippine BOT Law and Revised Implementing Rules and Regulations<br>Color proofing: Full color<br>Size: height 8.2 inches, width 6.7 inches<br>No. of pages: 84 pages (back-to-back)<br>Stock: Cover – C2S#160; Inside pages: C2S#60<br>Color: Full color<br>Binding: Book-type type<br>Cover Finish: Matte laminated<br><br>See attached Terms of Reference | | |

(Bidders, Please Provide complete information below)

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

# TERMS OF REFERENCE

## Printing of the Public-Private Partnership Center's Philippine BOT Law and Revised Implementing Rules and Regulations Handbook

### I. Rationale

The Public-Private Partnership (PPP) Center of the Philippines through the Capacity Building and Knowledge Management Service seeks to print the Philippine BOT Law and Revised Implementing Rules and Regulations handbook. This handbook will serve as marketing collaterals of the Center in promoting the country's PPP Program to both local and international stakeholders.

### II. Scope of Work

A printing firm/company will be engaged by the PPP Center in the printing and production of its handbook. The specific requirements for printing and production are as follows:

| Title of Knowledge Product | Quantity | Specifications |
|---|---|---|
| Philippine BOT Law and Revised Implementing Rules and Regulations | 200 copies | Color proofing: Full color<br>Size: height 8.2 inches, width 6.7 inches<br>No. of pages: 84 pages (back-to-back)<br>Stock: Cover – C2S#160; Inside pages: C2S#60<br>Color: Full color<br>Binding: Book-type type<br>Cover Finish: Matte laminated |

### III. Delivery Schedule

The supplier should deliver all the printed Philippine BOT Law and Revised Implementing Rules and Regulations handbook after the receipt of the final and approved handbook on the following schedule:

| Title of Knowledge Product | Delivery Schedule | Requirements |
|---|---|---|
| Philippine BOT Law and Revised Implementing Rules and Regulations | 3rd week of September* | 200 printed copies of the Philippine BOT Law and Revised Implementing Rules and Regulations |

**Subject to PPPC's provision of knowledge product's camera-ready file.*

The supplier should also comply with the following schedule of the proofing of the knowledge products before they proceed to print:

| Items/Deliverables | Duration/Schedule | Requirements |
|---|---|---|
| Send camera-ready/e-copy file to the printing company | One (1) working day from the issuance of NTP | PPP Center to send final e-copy of knowledge product/s |
| Submit first proof to PPP Center for review and approval | Three (3) working days after receipt of Notice to Proceed | PPP Center to evaluate and approve proof |
| Submit second proof to PPP Center for review and approval | Three (3) working days after receipt of revised/corrected first proof | PPP Center to evaluate and approve proof |
| Submit digital proof to PPP Center for final review and approval | One (1) working day after receipt of the second proof | PPP Center to evaluate and approve proofs |
| PPP Center to signify approval and/or to send the final and approved digital proof handbook | Three (3) working days from receipt of the final digital proof | Proponent to begin printing upon receipt of the final and approved hand handbook |

**IV. Approved Budget for the Contract**

The approved budget contract for the project is PhP 85,000.00; inclusive of all government taxes and charges.

**III. Payment Scheme**

Full payment of the total contract price after the complete delivery of each knowledge product and issuance of Certificate of Satisfactory Service (item 4 of Section V).

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

1. Submit first proof three (3) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after the receipt of the Notice to Proceed; subject to correction of the PPP Center.

2. Submit second proof three (3) working days (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 Philippine BOT Law and Revised Implementing Rules and Regulations handbook seven (7) working days after the receipt of the final and approved proofs from the PPP Center; and

5. Replace knowledge product/s 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 knowledge product 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 knowledge product;

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 knowledge product (Refer to Section VIII. Warranty).

6. Notify the printing firm of any damaged or defective copies of Philippine BOT Law and Revised Implementing Rules and Regulations handbook (Refer to Section VIII. Warranty).

## VI. 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 knowledge product/s 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 knowledge product/s 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.

## VII. 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 Company/Prospective Bidder

By:

_____
Printed Name and Signature of Authorized Representative

_____
Date