



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 877-4013 Fax 877-4099 Tin # 000-844-550

REQUEST FOR QUOTATION

RFQ NO.: 2017-005

Date : _____

GENTLEMEN :

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 January 16, 2017 addressed to the PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES at the above mentioned address. It is understood that the PIDS May Reject any or all the quotations submitted, if not in accordance with our specifications.

Please quote inclusive of VAT – Quoted price is subject to 5% C-VAT + 1 % CET.

Very truly yours,

NORLITO S. ATIENZA
Supply Officer III

QTY	Unit	ARTICLES/DESCRIPTION	Unit Cost	TOTAL COST
2000	copies	<p>Printing of the <i>Philippine Journal of Development</i> 2014-2015 combined volume</p> <p>Specifications: Size: 7" x 10" (folded) Color: Cover: Full color with printing on inside front cover Inside: one color Stock: Cover: Foldcote 12 with UV lamination Inside: Master smooth/wove 90 gsm, ivory Binding: Perfect, Smythe-sewn Process: Offset printing, CTP Copies: 600 copies (with 24 self-covered overruns per chapter [total of 8 chapters] to serve as offprint copies for each author) Pages: 216 manuscript pages excluding cover. Final manuscript pages may increase or decrease. Include cost per page for printing additional pages. Manuscripts may be inspected at RIS. Scope of Work: Camera work, color separation, actual size machine proof of cover and digital proof of inside pages (both for PIDS approval), a second digital proof if necessary, minor corrections, if any, laminating, folding, binding, and production supervision. Others: Design/layout (made using Adobe InDesign CS5.5 and Adobe Photoshop/Illustrator) to be provided in DVD-ROM.</p> <p>1. Requirements: Submit a proposal with quoted price inclusive of VAT and a timetable, which indicates</p>		

	<p>the total number of days that you can finish all the activities stipulated in the Scope of Work. A breakdown of the total per activity should be indicated.</p> <p>For accuracy of rates and timetable, accredited printers may personally inspect the manuscript at the Publications and Circulation Division, Research Information Staff c/o Ms. Jane C. Alcantara at telephone number 877-4028 or email: jalcantara@mail.pids.gov.ph.</p> <p>2. Terms and Conditions:</p> <p>a) Terms of Payment: Three installments as per contract to be drawn up and approved by PIDS.</p> <p>b) Timetable and Delivery: A production schedule not exceeding 10 working days (this is a rush job).</p> <p>c) Penalty: A penalty of one-tenth (1/10) of one percent (1%) of the total contract price shall be deducted for each day of late delivery.</p> <p>d) Submission of electronic file (Adobe InDesign and PDF) of the laid-out manuscript's final copy.</p>		
	<p>Approved Budget : P213,660.00</p>		

Delivery Period/Time frame: (not exceeding 10 working days): _____

Price in the above offer is Certified Correct:

Authorized Signature

Name of Firm

Business Permit No.

Tax Identification No.

Address

PhilGEPS Registration No.

Tel. No.