

## REQUEST FOR QUOTATION

**Title of Item to be procured:** *Services of Lay-out Artist on December 2022 Issue of Philippine Review of Economics*

**Approved Budget for the Contract:** Php 35,000.00

**Date: 22 September 2022**  
**RFQ No. 2022-09-0055**

Company/Business \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No. \_\_\_\_\_ City/Municipality: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (required) \_\_\_\_\_

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure services for Lay-out Artist for the project *Services of Lay-out Artist on December 2022 Issue of Philippine Review of Economics* through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

**Dr. Renato E. Reside, Jr.**  
*Chairperson, Bids and Award Committee*  
Room 207 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101  
Telephone No.: (02) 8-9279686 local 207  
Email: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph)

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).  
Submit your quotation duly signed by your authorized representative **not later than 03 October 2022 at 5:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award are issued:

Document	Remarks
1. Certified True Copy of 2022 Mayor's or Business Permit	
2. Original Copy of Notarized Omnibus Sworn Statement ( <u>GPPB-Prescribed Form</u> )	For ABCs above 50K.
3. Certified True Copy of Income/Business Tax Return	For ABCs above 500K.
4. Certified True Copy of Updated Tax Clearance	
5. Original Copy of Professional License/Curriculum Vitae	For Consulting Services
6. Certified True Copy of Philgeps Proof of Registration	
7. Certified True Copy of BIR Proof of Registration	
8. Statement of all on-going contracts	For Consulting Services

1 In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. or email address provided.

  
**GERLIE R. PALOMA**  
*Head, Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations may be submitted through electronic mail: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph). Compressed password-protected price quotations, in case of electronic submission, shall be sent at [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph) with the corresponding password.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

<b>Services of Lay-out Artist on December 2022 Issue of Philippine Review of Economics</b>			
<b>Scope of Work:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1. Perform layout editing of each issue in compliance with PRE's Aesthetic standards			
2. Apply revisions of the PRE's editors and authors			
3. Regularly coordinate with editors regarding timeliness			

4. Produce a pdf copy and editable file of each issue			
<b>Qualifications:</b>			
1. With 2 yrs of experience as a layout artist or graphic designer			
2. Excellent English communication skills			
3. Expert in using Adobe InDesign, Adobe Photoshop, Word and Excel			
4. With experience in publishing (preferably in UP publications or academic journals)			
5. He has stable internet connection and mobile number			
6. Willing to undergo training			
<b>Delivery of Services</b> - Within One Hundred Twenty (120) days after Contract and Notice to Proceed			
*****nothing follows*****			

**FINANCIAL OFFER:**

<p><b>Terms of Payment:</b></p> <p>Payment shall be made through check within <u>thirty (30) days after Submission of Billing and User Acceptance of the product.</u></p>
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<b>Services of Lay-out Artist on December 2022 Issue of Philippine Review of Economics</b>	
<p><b>Approved Budget for the Contract:</b></p> <p>Thirty Five Thousand Pesos ( Php 35,000.00)</p> <p><b>Company/Business Name:</b></p> <p>_____</p> <p>_____</p>	<p><b>Total Offered Quotation: (Inclusive of all taxes and incidental expenses)</b></p>
	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>In Figures:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>_____</p> <p>_____</p>

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

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es