



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 21-0020

CANVASS PERIOD: 21 to 24 June 2021

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **Layout, Graphic Design, and Photography for 2020 GCG Annual Report.**

Attached is Purchase Request No. 21-0020 with an Approved Budget for the Contract (ABC) of One hundred Fifty Thousand Pesos Only (PHP 150,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT.</i>

The submission must likewise contain the following documentary requirements:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Omnibus Sworn Statement (Please see attached template); and



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership and notarized resolution conferring authority for representative to transact on behalf of the same

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 24 June 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcg.gov.ph

Thank you



QUOTATION FORM

INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

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

LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)			
Technical Specifications	Yes	No	Comments
QUALIFICATIONS OF THE SERVICE PROVIDER			
1. Type of Service Provider: FIRM			
2. Expertise required:			
2.1 Must have produced at least two (2) creative projects which are similar in nature to the requirement of GCG (e.g. glossy magazines, coffee table books, brochures, annual reports, corporate calendars, etc.)			
2.2 Must have at least one (1) year experience developing graphic design and meeting strict deadlines.			



LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)			
Technical Specifications	Yes	No	Comments
<u>SCOPE OF THE WORK OF THE SERVICE PROVIDER</u>			
The scope of work of the Service Provider shall include, but is not limited to the following tasks:			
1. Present three (3) possible concepts/themes for the layout following the preferred color scheme of GCG;			
2. Design graphics and provide artistic and technical inputs for the communication materials for the 2020 GCG Annual Report;			
3. Create the graphics according to the agreed concept, specification, and standards;			
4. Utilize existing stock photos to be provided by GCG as materials for the design layout of the Annual Report, as needed;			
5. Utilize and share an online repository of all approved design and photos that may be used in the annual report;			
6. Utilize and share an online repository of all approved design and photos that may be used in the annual report;			
7. Submit revised drafts on agreed timelines;			
8. Submit final and complete output and other necessary elements on agreed timelines;			
9. Provide assistance and prompt action when needed in accessing the drafts and final output;			
10. Anticipate and account for the fact that draft revisions may be done; and			
11. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants.			



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Technical Specifications	Yes	No	Comments				
CONFIDENTIALITY							
1. The Service Provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.							
2. The Service Provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.							
TIMEFRAME AND PAYMENT SCHEDULE							
1. Contract duration is three (3) months to commence from the issuance of the Notice to Proceed.							
2. The Approved Budget of the Contract (Financial Proposal is based on the Approved Budget for the Contract and) One Hundred Fifty Thousand Pesos (₱150,000.00), is inclusive of local taxes applicable for contractor of services.							
3. The Service Provider shall be paid a fixed percentage of the contract price based on the following Output/Milestones:							
<table border="1"> <thead> <tr> <th>OUTPUT/MILESTONE</th> <th>PAYMENT (% OF CONTRACT AMOUNT)</th> </tr> </thead> <tbody> <tr> <td>Concept Design</td> <td>10%</td> </tr> </tbody> </table>	OUTPUT/MILESTONE	PAYMENT (% OF CONTRACT AMOUNT)	Concept Design	10%			
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LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)				
Technical Specifications		Yes	No	Comments
OUTPUT/MILESTONE	PAYMENT (% OF CONTRACT AMOUNT)			
Final Complete 2020 GCG Annual Report	50%			
4. All Output(s)/Milestone(s) must be delivered on or before 31 December 2021.				
EXPECTED RESULTS AN DELIVERABLES OF THE SERVICE PROVIDER				
1. The Service Provider shall be in close coordination with the Strategy Management Division of the GCG.				
2. The Service Provider shall be readily contacted through electronic means to schedule meetings as may be needed to accomplish the scope of work under this Terms of Reference.				
3. The Service Provider Is also expected to submit/produce the following outputs/deliverables based on the schedule below after receipt of the Notice to Proceed:				
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK	
Concept Design	Turnover of Draft 2020 GCG Annual Report	GCG	Month 1, Week 1	



LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)				Yes	No	Comments
Technical Specifications						
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
Concept Design	Design pegs and layout Overall theme of the report Proposed cover page design	Service Provider	Month 1, Week 2			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
Concept Design	Approved Design pegs and layout Approved Overall theme of the report Approved Proposed cover page design	Service Provider	Month 1, Week 3			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
1 st Complete Draft	Draft 1 layout of articles and infographics based on approved design	Service Provider	Month 1, Week 4 to Month 2, Week 1			



LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)				Yes	No	Comments
Technical Specifications						
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
1 st Complete Draft	Feedback on Draft 1 layout of articles and infographics based on approved design	GCG	Month 2, Week 2			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
1 st Complete Draft	Revised Draft 1 layout of articles and infographics based on feedback	Service Provider	Month 2, Week 3			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
1 st Complete Draft	Feedback on Revised Draft 1 layout of articles and infographics based on approved design	GCG	Month 2, Week 4			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
2 nd Complete Draft	Draft 2 layout of articles and infographics based on revisions on Draft 1	Service Provider	Month 3, Week 1			



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Technical Specifications						
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
2 nd Complete Draft	Feedback on Draft 2 layout of articles and infographics	GCG	Month 3, Week 2			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
2 nd Complete Draft	Revised Draft 2 layout of articles and infographics	Service Provider	Month 3, Week 2			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
2 nd Complete Draft	To route to the Commission Proper the 2 nd revised Draft layout of articles and infographics for additional comments	GCG	Month 3, Week 3			
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
2 nd Complete Draft	Final Feedback of the Office of the Commission Proper on Draft 2 layout of articles and infographics	GCG	Month 3, Week 4			



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Technical Specifications				Yes	No	Comments
MILESTONE	DESCRIPTION	RESPONSIBLE PARTY	WEEK			
Final Complete 202 GCG Annual Report	Revised and Final Draft 2 layout of articles and infographics	Service Provider	Month 3, Week 4			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____



FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

LAYOUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR 2020 GCG ANNUAL REPORT (PERIOD OF CANVASS: 21 TO 24 JUNE 2021)	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Fifty Thousand Pesos Only (₱ 150,000.00)	



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 (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es