



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 23-0049**  
**CANVASS PERIOD: 25 to 31 October 2023**

**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 **ONE (1) LOT 2022 ANNUAL REPORT LAY-OUT, GRAPHIC DESIGN, AND PHOTOGRAPHY FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)**. Attached is Purchase Request No. 23-0049 with an Approved Budget for the Contract (ABC) of One Hundred Ninety Thousand Pesos Only (**₱190,000.00**) Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: ***“Submission for the procurement of One (1) Lot 2022 Annual Report Lay-out, Graphic Design, and Photography for the Governance Commission for GOCCs (GCG).”***

On the other hand, **all physical submissions must be labeled and addressed:**

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	<b>Submission for the Procurement of One (1) Lot 2022 Annual Report Lay-out, Graphic Design, and Photography for the Governance Commission for GOCCs (GCG)</b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2023 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**
- 4.



IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; <b>and;</b> c.2) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

5. Samples of at least two (2) creative projects produced which are similar in nature to the requirement of GCG (e.g., annual reports, glossy magazines, coffee table books).
6. List of completed government and private contracts similar or related to either layouting, graphic design, or photography. The list shall include the following details:

Project Name	Client's Name, Address, Contact Information	Project Start Date	Project End Date	Amount of Contract	Description of Service Provided
1.					
2.					
3.					

7. Certificates of Completion or Acceptance, copy of contracts, or similar documents based on the list of completed government and private contracts submitted in item no. 6

8. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 31 October 2023, 10:00 a.m.** renders the submission, **NON-COMPLIANT**.

Should you have other questions or queries regarding the foregoing, you may contact us through our direct line numbers at 5310-4176 and 4177, or through this email: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph).

Thank you.



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



## 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:**

**ONE (1) LOT 2022 ANNUAL REPORT LAY-OUT, GRAPHIC DESIGN, AND PHOTOGRAPHY  
 FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)  
 (PERIOD OF CANVASS: 25 TO 31 OCTOBER 2023)**

#### QUALIFICATIONS OF THE SERVICE PROVIDER

Technical Specifications:	Yes	No	Comments
1. Must be a <b>Firm</b> . ( <i>Corporation, Partnership or Sole Proprietorship</i> )			
2. The Service Provider possesses relevant valid business licenses to provide such services to the Parties.			
3. Must have produced at least two (2) creative projects which are similar in nature to the requirement of GCG (e.g., annual reports, glossy magazines, coffee table books).			
4. Must have at least one (1) year of experience in either lay-outing, graphic design, or photography.			
5. The Service Provider must meet the minimum eligibility requirements for consulting services under R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."			
6. Should the qualifications of the Service Provider not meet the stipulations above, the prospective bidder shall be rendered automatically disqualified.			

#### SCOPE OF WORK OF THE SERVICE PROVIDER

Technical Specifications:	Yes	No	Comments
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 2022 GCG Annual Report;			
3. Create the graphics according to the agreed concept, specification, and standards;			
4. Take and submit quality photos of GCG Officials and Personnel, or of related subjects to GCG and GOCCs, to update stock photographs;			

5. Utilize existing stock photos to be provided by GCG as materials for the design layout of the 2022 Annual Report, as needed;			
6. Utilize and share an online repository of all approved design and photos that may be used in the annual report;			
7. Provide complete drafts of the communication materials;			
8. Submit revised drafts on agreed timelines;			
9. Submit final and complete output and other necessary elements on agreed timelines;			
10. Provide assistance and prompt action when needed in accessing the drafts and final output;			
11. Anticipate and account for the fact that draft revisions may be done; and			
12. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants.			

**EVALUATION CRITERIA**

Technical Specifications:	Yes	No	Comments
1. The Service Provider shall be rated based on a Criteria of Evaluation. The Criteria of Evaluation has been developed by the end-user and submitted to the Governance Commission's Bids and Awards Committee (BAC). The Technical and Financial proposal of the Service Provider shall be considered in this evaluation.			

**CONFIDENTIALITY**

Technical Specifications:	Yes	No	Comments
2. The Service Provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.			
3. The Service Provider will be required to follow the rules on confidentiality and the code of ethics as applicable to officials of the public service.			

**TIME FRAME AND PAYMENT**

Technical Specifications:	Yes	No	Comments
1. The project shall last (including the delivery of final outputs) for a maximum of ninety (90) calendar days after the issuance of the Notice to Proceed (NTP).			
2. The project shall be undertaken following the timeline of milestone and activities indicated in Section VIII of this Terms of Reference (TOR) after receipt of the NTP, which may be modified as mutually agreed and formalized by both Parties.			
3. The payment shall be made on a one-time basis after the delivery and completion of the project.			
4. Payment shall be made within twenty (20) working days from receipt of all required outputs or documents, acceptance of the project terminal report, and receipt of the invoice and complete supporting documents in accordance with applicable government rules and regulations.			

**ONE (1) LOT 2022 ANNUAL REPORT LAY-OUT, GRAPHIC DESIGN, AND PHOTOGRAPHY  
FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)  
(PERIOD OF CANVASS: 25 TO 31 OCTOBER 2023)**

**TIMELINE OF MILESTONES AND ACTIVITIES**

<b>Technical Specifications:</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. The Service Provider shall be in close coordination with the Strategy Management and Communications Division (SMCD). 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 TOR.				
2. 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 (NTP):				
<b>MILESTONE</b>	<b>DESCRIPTION</b>	<b>RESPONSIBLE</b>	<b>CALENDAR DAYS</b>	
<b>Concept Design</b>	Turnover of Draft 2022 GCG Annual Report	GCG	On the 1 <sup>st</sup> calendar day from receipt of NTP	
	Design pegs and layout Overall theme of the report Proposed cover page design	Service Provider	Before the 15 <sup>th</sup> calendar day from receipt of NTP	
	Approved Design pegs and layout Approved Overall theme of the report. Approved Proposed cover page design	GCG	Before the 22 <sup>nd</sup> calendar day from receipt of NTP	
	Schedule and Conduct Photoshoot* <i>*Allotted Timeline will Depend on Availability of Offices and Service Provider</i>	GCG	Before the 29 <sup>th</sup> calendar day from receipt of NTP	
<b>1<sup>st</sup> Complete Draft</b>	Draft 1 layout of articles and infographics based on approved design	Service Provider	Before the 36 <sup>th</sup> calendar day from receipt of NTP	
	Feedback on Draft 1 layout of articles and infographics based on approved design	GCG	Before the 43 <sup>rd</sup> calendar day from receipt of NTP	
	Revised Draft 1 layout of articles and infographics based on feedback	Service Provider	Before the 50 <sup>th</sup> calendar day from receipt of NTP	
	Feedback on Revised Draft 1 layout of articles and infographics based on approved design	GCG	Before the 57 <sup>th</sup> calendar day from receipt of NTP	
<b>2<sup>nd</sup> Complete Draft</b>	Draft 2 layout of articles and infographics based on revisions on Draft 1 Quality Photos	Service Provider	Before the 71 <sup>st</sup> calendar day from receipt of NTP	
	Feedback on Draft 2 layout of articles and infographics	GCG	Before the 78 <sup>th</sup> calendar day from receipt of NTP	
	Revised Draft 2 layout of articles and infographics	Service Provider	Before the 78 <sup>th</sup> calendar day from receipt of NTP	

	To route to the Commission Proper the revised 2 <sup>nd</sup> Draft layout of articles and infographics for additional comments	GCG	Before the 85 <sup>th</sup> calendar day from receipt of NTP				
	Final Feedback of the Office of the Commission Proper on Draft 2 layout of articles and infographics	GCG	Before the 91 <sup>st</sup> calendar day from receipt of NTP				
<b>Final Complete 2022 GCG Annual Report</b>	Revised and Final Draft 2 layout of articles and infographics	Service Provider	Before the 91 <sup>st</sup> calendar day from receipt of NTP				

**REQUIRED DOCUMENTS TO BE SUBMITTED**

<b>Technical Specifications:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>																								
<p>In addition to the required eligibility documents, as required in Annex "H" for Small Value Procurement (SVP) of the Revised Implementing Rules and Regulations (IRR) of the R.A. No. 9184, to be submitted, the Service Provider shall also submit supporting documents that confirm its qualifications specified in Section III of the TOR. These supporting documents include but are not limited to the following:</p> <p>1. Samples of at least two (2) creative projects produced which are similar in nature to the requirement of GCG (e.g., annual reports, glossy magazines, coffee table books).</p>																											
<p>2. List of completed government and private contracts similar or related to either lay-outing, graphic design, or photography. The list shall include the following details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Project Name</i></th> <th style="text-align: center;"><i>Client's Name, Address, Contact Information</i></th> <th style="text-align: center;"><i>Project Start Date</i></th> <th style="text-align: center;"><i>Project End Date</i></th> <th style="text-align: center;"><i>Amount of Contract</i></th> <th style="text-align: center;"><i>Description of Service Provided</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">6.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Project Name</i>	<i>Client's Name, Address, Contact Information</i>	<i>Project Start Date</i>	<i>Project End Date</i>	<i>Amount of Contract</i>	<i>Description of Service Provided</i>	4.						5.						6.								
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<p>3. Certificates of Completion or Acceptance, copy of contracts, or similar documents based on the list of completed government and private contracts submitted in item no. 2 of Section VIII.</p>																											

**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).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Ninety Thousand Pesos Only <b>(P190,000.00)</b>	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p>



**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 of Authorized  
Representative

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

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

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