



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0052

CANVASS PERIOD: 29 July to 01 August 2024

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 LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND SUBMISSION OF QUALITY PHOTOS FOR THE 2023 GCG ANNUAL REPORT.**

Attached is Purchase Request No. 24-0052 with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos Only (P200,000.00)**. 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 with subject name: **“Submission for the procurement of ONE (1) LOT LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND SUBMISSION OF QUALITY PHOTOS FOR THE 2023 GCG ANNUAL REPORT.”**

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

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND SUBMISSION OF QUALITY PHOTOS FOR THE 2023 GCG ANNUAL REPORT.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template);
4. 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);
5. 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:



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

6. Certificates of Completion or Acceptance, copies of contracts, or similar documents based on the list of completed government and private contracts; **and**

7.

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

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 **Request for Quotation form signed by the bidder's authorized representative before the deadline on 01 August 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: 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 unconditionally 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 LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND SUBMISSION OF QUALITY PHOTOS FOR THE 2023 GCG ANNUAL REPORT (PERIOD OF CANVASS: 29 July to 01 August 2024)			
TECHNICAL SPECIFICATIONS	Yes	No	Comments
1) QUALIFICATIONS OF THE SERVICE PROVIDER			
1) Type: <input checked="" type="checkbox"/> Firm <input type="checkbox"/> Individual			
2) The Service Provider possesses relevant valid business licenses to provide such services to the Parties.			
3) Expertise Required: <ul style="list-style-type: none"> 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). Must have at least one (1) year of experience in either layouting, graphic design, or photography. 			
4) 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."			
Should the qualifications of the Service Provider not meet the stipulations above, the prospective bidder shall be rendered automatically disqualified.			

**ONE (1) LOT LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND
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TECHNICAL SPECIFICATIONS	Yes	No	Comments
2) SCOPE OF WORK OF THE SERVICE PROVIDER			
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 2023 GCG Annual Report;			
3) Create the graphics according to the agreed concept, specification, and standards;			
4) Take and submit high-definition photos (minimum of 1920 x 1080 pixels) 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 2023 Annual Report, as needed;			
6) Utilize and share an online repository of all approved designs 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.			
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 the code of ethics as applicable to officials of the public service.			

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TECHNICAL SPECIFICATIONS	Yes	No	Comments
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3) TIME FRAME AND PAYMENT

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 milestones and activities indicated in Section VII of the 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.			

4) TIMELINE OF MILESTONES AND ACTIVITIES

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 the TOR.

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):

MILESTONE	DESCRIPTION	RESPONSIBLE	CALENDAR DAYS
Concept Design	Turnover of Draft 2023 GCG Annual Report	GCG	On the 1st calendar day from receipt of NTP
	Design pegs and layout	Service Provider	Before the 15th calendar day from receipt of NTP
	Overall theme of the report Proposed cover page design		
	Approved Design pegs and layout	GCG	Before the 22nd calendar day from receipt of NTP
	Approved Overall theme of the Report		
	Approved Proposed cover page design		
	Schedule and Conduct Photoshoot*	GCG	Before the 29th calendar day from receipt of NTP
<i>*Allotted Timeline will Depend on Availability of Offices and Service Provider</i>			

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TECHNICAL SPECIFICATIONS	Yes	No	Comments
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4) TIMELINE OF MILESTONES AND ACTIVITIES

1 st Complete Draft	Draft 1 layout of articles and infographics based on approved design	Service Provider	Before the 36th calendar day from receipt of NTP			
	Feedback on Draft 1 layout of articles and infographics based on approved design	GCG	Before the 43rd calendar day from receipt of NTP			
	Revised Draft 1 layout of articles and infographics based on feedback	Service Provider	Before the 50th calendar day from receipt of NTP			
	Feedback on Revised Draft 1 layout of articles and infographics based on approved design	GCG	Before the 57th calendar day from receipt of NTP			
2 nd Complete Draft	Draft 2 layout of articles and infographics based on revisions on Draft 1 Quality Photos	Service Provider	Before the 71st calendar day from receipt of NTP			
	Feedback on Draft 2 layout of articles and infographics	GCG	Before the 78th calendar day from receipt of NTP			
	Revised Draft 2 layout of articles and infographics	Service Provider	Before the 78th calendar day from receipt of NTP			
	To route to the Commission Proper the revised 2 nd Draft layout of articles and infographics for additional comments	GCG	Before the 85th 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 91st calendar day from receipt of NTP			

ONE (1) LOT LAYOUT, GRAPHIC DESIGN, CONDUCT OF PHOTOSHOOT, AND SUBMISSION OF QUALITY PHOTOS FOR THE 2023 GCG ANNUAL REPORT (PERIOD OF CANVASS: 29 July to 01 August 2024)

TECHNICAL SPECIFICATIONS	Yes	No	Comments
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4) TIMELINE OF MILESTONES AND ACTIVITIES

Final Complete 2023 GCG Annual Report	Revised and Final Draft 2 layout of articles and infographics	Service Provider	Before the 91st calendar day from receipt of NTP			
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5) REQUIRED DOCUMENTS TO BE SUBMITTED

<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> <ol style="list-style-type: none"> 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). 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: <table border="1" data-bbox="248 1238 1102 1489"> <thead> <tr> <th align="center"><i>Project Name</i></th> <th align="center"><i>Client's Name, Address, Contact Information</i></th> <th align="center"><i>Project Start Date</i></th> <th align="center"><i>Project End Date</i></th> <th align="center"><i>Amount of Contract</i></th> <th align="center"><i>Description of Service Provided</i></th> </tr> </thead> <tbody> <tr> <td align="center">1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td align="center">2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td align="center">3.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> 3) Certificates of Completion or Acceptance, copies of contracts, or similar documents based on the list of completed government and private contracts. 	<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>	1.						2.						3.								
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1.																											
2.																											
3.																											

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). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Two Hundred Thousand Pesos Only (₱200,000.00).	In Words: _____ _____ _____ In Figures: _____ _____

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 the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es