



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0030**

**CANVASS PERIOD: 14 to 17 June 2022**

**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 **LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT**.

Attached is Purchase Request No. 22-0030 with an Approved Budget for the Contract (ABC) of One Hundred Seventy-Five Thousand Pesos Only (PHP 175,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT</b> .

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

1. Supplier's/Service Provider's 2022 Mayor's/Business Permit;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**

4.

<b>IF THE SUPPLIER/SERVICE PROVIDER IS:</b>	<b>DOCUMENTARY REQUIREMENT</b>
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. **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 17 June 2022, 10:00am** 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](mailto: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:**

<b>LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT            (PERIOD OF CANVASS: 14 TO 17 JUNE 2022)</b>			
Specifications	Yes	No	Comments
<b>QUALIFICATIONS OF THE SERVICE PROVIDER</b>			
1.1 Service provider should be a Firm.			
1.2 Expertise Required:			
1.2.1 - 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.)			
1.2.2 - Must have at least one (1) year experience developing graphic design and meeting strict deadlines.			
<b>SCOPE OF WORK OF THE SERVICE PROVIDER</b>			
2.1 The scope of work of the Service Provider shall include, but is not limited to the following tasks:			
2.1.1 Present three (3) possible concepts/themes for the layout following the preferred color scheme of GCG;			
2.1.2 Design graphics and provide artistic and technical inputs for the communication materials for the 2021 GCG Annual Report;			
2.1.3 Create the graphics according to the agreed concept, specification, and standards;			

<b>LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT (PERIOD OF CANVASS: 14 TO 17 JUNE 2022)</b>							
<b>Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>				
2.1.4 Take and submit quality photos of GCG Officers and Employees, or of related subjects to GCG and GOCCs, to update stock photographs							
2.1.5 Utilize existing stock photos to be provided by GCG as materials for the design layout of the Annual Report, as needed;							
2.1.6 Utilize and share an online repository of all approved design and photos that may be used in the annual report							
2.1.7 Provide complete drafts of the communication materials							
2.1.8 Submit revised drafts on agreed timelines;							
2.1.9 Submit final and complete output and other necessary elements on agreed timelines							
2.1.10 Provide assistance and prompt action when needed in accessing the drafts and final output							
2.1.11 Anticipate and account for the fact that draft revisions may be done							
2.1.12 Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants							
<b>CONFIDENTIALITY</b>							
3.1 The Service Provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.							
3.2 The Service Provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.							
<b>TIME FRAME AND PAYMENT SCHEDULE</b>							
4.1 Contract duration is three (3) months to commence from the issuance of the Notice to Proceed.							
4.2 <b>The Service Provider shall be paid a fixed percentage of the contract price based on the following Output/Milestones:</b>							
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">OUTPUT/MILESTONE</th> <th style="text-align: center;">PAYMENT (% OF CONTRACT AMOUNT)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Concept Design</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>		OUTPUT/MILESTONE	PAYMENT (% OF CONTRACT AMOUNT)	Concept Design	10%		
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**LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT  
(PERIOD OF CANVASS: 14 TO 17 JUNE 2022)**

Specifications		Yes	No	Comments
<b>OUTPUT/MILESTONE</b>	<b>PAYMENT (% OF CONTRACT AMOUNT)</b>			
1st Complete Draft	20%			
<b>OUTPUT/MILESTONE</b>	<b>PAYMENT (% OF CONTRACT AMOUNT)</b>			
2nd Complete Draft and Quality Photos	20%			
<b>OUTPUT/MILESTONE</b>	<b>PAYMENT (% OF CONTRACT AMOUNT)</b>			
Final Complete 2021 GCG Annual Report	50%			
4.3 All Output(s)/Milestone(s) must be delivered on or before 31 December 2022				

**EXPECTED RESULTS AND DELIVERABLES OF THE SERVICE PROVIDER**

The Service Provider shall be in close coordination with the Strategy Management and Communications Division. 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.

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	WEEK
Concept Design	Design pegs and layout  Overall theme of the report  Proposed cover page design	Service Provider	Month 1, Week 2

**LAY-OUT AND GRAPHIC DESIGN FOR THE 2021 GCG ANNUAL REPORT  
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Technical Specifications				Yes	No	Comments								
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**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).

<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]</b>
One Hundred Seventy-Five Thousand Pesos Only <b>(P 175,000.00)</b>	

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es