

**DEPARTMENT OF FINANCE**  
**Manila**  
**REQUEST FOR QUOTATION**

Date : December 1, 2020  
 Service Quotation No. 026-2020

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.



**ALVIN P. DIAZ, Director IV**  
 Director IV-CAO

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
210000	pcs	<b>Job Order services for printed collaterals for the economic, fiscal, and institutional reforms' public communication and engagement project</b>  1. Three (3) layout of DOF newspaper flase covers (broadsheet) 2. 70000 copies each layout 3. Inclusive of VAT  -Newsprint Paper                      -Spread: 24 x 21.5 in -Full Color                                      -Folded: 12 x 21.5 in -One (1) fold                                      -Back to Back  <b>NOTE: Please include the following required documents upon submission of your proposal</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Omnibus Sworn Statement 4. Income/Business Tax Returns Said documents shall be used for evaluation purposes (for SERG use)	3.50	735,000.00
				<b>735,000.00</b>

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within \_\_\_\_\_ working days from receipt of your valid Job Order (JO). The quotation are good only up to \_\_\_\_\_

Canvassed by:

\_\_\_\_\_

Supplier : \_\_\_\_\_  
 By : \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

## TERMS OF REFERENCE

### Job order services for printed collaterals for the economic, fiscal, and institutional reforms' public communication and engagement project

#### I. Background

The COVID-19 pandemic has hurt the lives and livelihoods of many Filipinos. As the country continues its fight against this pandemic, the Department of Finance (DOF) lays the groundwork to steer the Philippines back on its course to achieve a high-income country status by 2040. To ease the suffering of the people, the government has been implementing programs to safeguard the public's health and revive the economy. Among the economic, fiscal, and institutional reforms are the remaining packages under the Comprehensive Tax Reform Program (CTRP) that seek to make the tax system simpler, fairer, and more efficient, as well as provide support to businesses and ordinary Filipino citizens who are critically-impacted by the pandemic.

As revealed by the market study by the Strategy, Economics, and Results Group (SERG), print remains to be one of the most effective channels to promote awareness and communicate to the public the economic, fiscal, and institutional reforms, such as the remaining packages of the CTRP and other priority programs of the Duterte administration. These priority reforms and programs consist of the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act, Real Property Valuation and Assessment Reform Act, Passive Income and Financial Intermediary Taxation Act (PIFITA), Bayanihan to Recover as One Act (Bayanihan II), and the Build Build Build program, among others.

With the different packages covering a broad audience, the communication strategy covers all socio-economic classes (A, B, C, D, and E), male and females who are at least sixteen (16) years old across the country.

#### II. Scope of work

<b>Publication Title and Type</b>	DOF broadsheet newspaper false covers (3 layouts)
<b>No. of Copies</b>	210,000 (70,000 copies each layout)
<b>Size</b>	Size 12 x 21.5" (folded), 24 x 21.5" (spread) with CTP output and folding.
<b>No. of pages per set</b>	4/4
<b>Paper stock</b>	Newsprint 45 gsm.
<b>Color</b>	Full color
<b>Layout</b>	Broadsheet, camera-ready
<b>Schedule of Delivery</b>	December 20-30, 2020

The supplier shall provide proof of the broadsheet false covers before actual production for the end-user to assess and evaluate the quality and accuracy of printing in case adjustments on the design and layout are needed to match the desired output.

Delivery can be done in batches during the said schedule. The supplier/printer shall coordinate with the requesting office (SERG) to agree on the expected number of copies to be delivered per day on the given schedule of delivery.

**III. Fund Source and Budget**

The budget for this printing services contract is **SEVEN HUNDRED THIRTY-FIVE THOUSAND PESOS (PHP 735,000.00) ONLY**. The budget is based on existing market prices for the procurement of similar services and shall be charged against the Kreditanstalt für Wiederaufbau – Communicating Economic, Fiscal, and Institutional Reforms (KfW-CEFIR) fund.

**IV. Mode of Procurement**

The procurement shall be undertaken through a **small value procurement** pursuant to DOF and government procurement guidelines.

**V. Terms of Payment**

Full payment shall be given **upon complete delivery** of the broadsheet false covers and shall be subject to the prevailing government accounting and auditing rules, including but not limited to tax obligation/deduction requirements. Deliverables shall be submitted to DOF in both soft and hard copies for payment processing and records purposes.

Prepared by:



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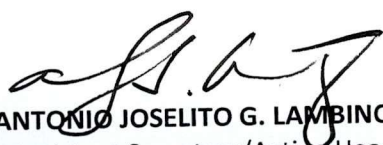
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Reviewed by:



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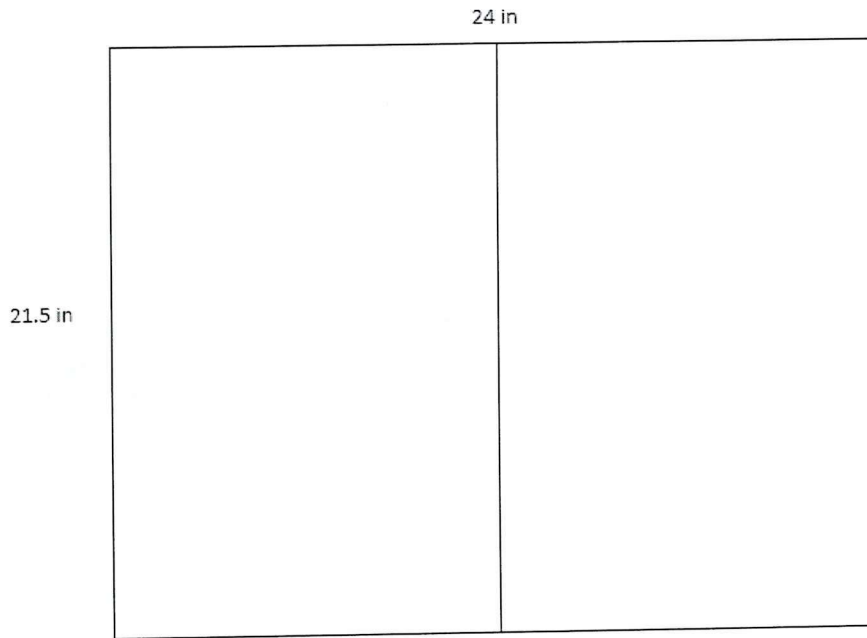
Approved by:



**ANTONIO JOSELITO G. LAMBINO II**  
Assistant Secretary/Acting Head  
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Annex

Spread



Folded

