



Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

REQUEST FOR QUOTATION

The Commission on Audit (COA), through its Bids and Awards Committee, will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 for the Design, Layout and Publication of the 2016 COA Annual Report. The Approved Budget for the Contract is Four Hundred Ninety Five Thousand Pesos (₱495,000.00).


Interested suppliers are required to submit the following documents

1. Valid Mayor's/Business Permit
2. Professional License/Curriculum Vitae
3. Certificate of PhilGEPS Registration
4. Income/Business Tax Return
5. Omnibus Sworn Statement

Submission of sealed price quotation and required documents enumerated above is not later than three calendar (3) days from publication to COA website, PhilGEPS and in a conspicuous place at the COA premises of this Request for Quotation at the Procurement and Property & Supply Management Services, General Services Offices, Administration Sector, COA Central Office, Commonwealth Avenue, Quezon City.

For further information, please contact:

Director Rachel M. Abendanio
Head, BAC Secretariat
COA Central Office, Commonwealth Avenue, Quezon City
Telefax Nos.: 931-7582/931-9302


ATTY. MANOLO C. SY
Assistant Commissioner
Chairperson, Bids and Awards Committee

Note :

1. All items must be legibly written.
2. Price offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total price quotation shall be inclusive of taxes such as but not limited to VAT, income tax, local tax and other levies.
4. Price quotation will be valid for One Hundred Twenty (120) calendar days from date of opening of sealed quotation.
5. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

TO: ATTY. MANOLO C. SY
Assistant Commissioner
Chairperson, Bids and Awards Committee

Sir:

After having carefully read and accepted the terms and conditions as per attached TERMS OF REFERENCE (SMALL VALUE PROCUREMENT (SEC. 53.9) FOR THE **DESIGN, LAY-OUT AND PUBLICATION OF THE 2016 COA ANNUAL REPORT**, I hereby submit my quotation on the item as indicated above, along with the required documents:

QUOTE/OFFER:

Particular	Amount

Amount in Words _____

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Name of Firm/Offeror

Printed Name and Signature of Representative

Address

Telephone No. / Cellphone No. / e-mail address

Date

TERMS OF REFERENCE
Production of the Commission on Audit (COA) 2016 Annual Report (AR)

A. ELIGIBILITY REQUIREMENTS

The service provider must have the following:

1. Expertise to handle the conceptualization, layout and printing of the COA AR.
2. Proven capability, technical experience in digital design concept and good track record in the advertising/publication business for the last (10) ten years.
3. Experience of having completed published annual reports and documentaries within the last (5) five years.
4. Resources:
 - 4.1 Tie ups with at least two (2) photographers for the photography requirements and at least two (2) creative directors who will provide creative direction for the project.
 - 4.2 At least one (1) in-house creative personnel assigned specifically for the layout requirements of the project.
 - 4.3 A corporate website/domain for email and internet facilities.
 - 4.4 Make-up artist and hair stylist for the photo shoot.

B. SCOPE OF WORK

The service provider shall undertake creative and production activities, as follows:

Creative

1. Conceptualization, development of layout, and presentation of at least three comprehensive studies for design of cover and inside pages;
2. Graphic concepts, artwork, typesetting and digital photo enhancement;
3. Photography, color separation, printing and printing supervision;
4. Revisions and refinements.

Production

1. Preparation of press-ready/ final artworks;
2. Typesetting, preparation of graphics and other works, digital enhancement of photos;
3. Layout of Annual Report

Digital Photography

1. Digital photo shoot with soft proofs in DVD format
2. One (1) day office-based shoot for the following:
 - Chairperson (at COA office, including official photos of various poses and sizes)

- Commissioners (2 persons, including official photos of various poses and sizes, may be group photo or individual photos, or both)
 - Assistant Commissioners (eleven (11) members, may be group photo or individual photos, or both)
 - Annual Report Committee (12 members, may be group photo or individual photos, or both)
3. Photo direction by the service provider to be co-managed by the COA AR Committee.
 4. Pre-production with COA and the photographer.
 5. All photos taken to be submitted in CD/DVD format to COA within three (3) days after the photo shoot

Turnover of Final Artwork

1. Copies of all photographs (raw and enhanced) taken in DC/DVD format
2. Final digital proofs for approval by COA
3. Final digital file for uploading in the COA website

Specifications

Size	:	8.5" x 11" folded 17" x 11" spread
Pages	:	50+ pages including cover
Stock	:	Cover - C2S 220# Inside - C2S 100#
Color	:	Cover – 4 colors + matte lamination + Spot UV/4C Inside – 4 colors / 4 colors
Binding	:	Perfect
Quantity	:	300 copies

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]

* This form will not apply for WB funded projects.