



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: NCRO - 53166

Date: 11/10/2022

R.F.Q. No.: 202211-12230

Delivery 30 WD upon approval of proof

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Printing Services, Publication of the PPG Terminal Report, Quantity: 100 pcs, Size: 22 x 8.5 inches (spread), 11 x 8.5 inches (folded), Color: Full color / Full color, Pages: 56 pages including cover, Material: Cover Hardbound 2mm, Inside C2S 150#, Process: Computer-To-Plate, Offset printing, Bindery: Smyth Sewn (Hardbound), Lamination: Cover Matte + Spot UV Lamination, 2 sides.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Remarks All items should be treated as one lot. ABC is Php 100,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

## TERMS OF REFERENCE

### Department of Trade and Industry – National Capital Regional Office 2022 PPG Terminal Report Publication

#### 1.0 RATIONALE

DTI-NCRO has implemented various livelihood programs benefiting thousands of MSMEs since 2020. Thru these programs, the office has touched the lives of many individuals, helped hundreds of families, and benefited scores of communities that were affected by different calamities. This enabled these beneficiaries to rise above adversity and reclaim their lives.

As these programs are coming to a close, conducting a sunset review of all of DTI-NCRO's PPG accomplishments is important. The said review aims to determine whether, as implemented within the region, the program lived up to expectations. Also, it seeks to capture the sentiments of the people and what it means to them as one of the program beneficiaries. All of this will be reflected in a terminal report in a form of a coffee table book.

#### 2.0 OBJECTIVES

The publication of DTI-NCRO's PPG Terminal Report aims to:

1. Appraise NCRO's principals, clientele, and the general public of the accomplishments, and milestones of the office during the past year.
2. To recognize the effort and hard work of its employee, partners, and everyone who contributed to the attainment of the said accomplishments.

#### 3.0 SCOPE OF WORK

The expected output of this project is the high-quality production of the printed PPG Terminal Report. The project requires an innovative design that is professional, readable, and aesthetically pleasing

The scope of work of this project will cover the following specifications:

<b>Quantity:</b>	100 pcs
<b>Size:</b>	22 x 8.5 inches (spread), 11 x 8.5 inches (folded)
<b>Color:</b>	Full color / Full color
<b>Pages:</b>	56 pages including cover
<b>Material:</b>	Cover – Hardbound 2mm, Inside – C2S 150#
<b>Process:</b>	Computer-To-Plate, Offset printing
<b>Bindery:</b>	Smyth Sewn (Hardbound)
<b>Lamination:</b>	Cover – Matte + Spot UV Lamination, 2 sides

#### 4.0 DELIVERABLES

Printing and delivery of one hundred (100) pieces of high-quality hard copies of the PPG Terminal Report, printed in professional full-color printing.


## 5.0 DURATION

The Terminal Report shall be completed, printed, and delivered within thirty (30) working days upon the approval of proof.

## 6.0 APPROVED BUDGET OF CONTRACT

One Hundred Thousand Pesos (Php 100,000.00) inclusive of all taxes sourced from the 2022 PPG Fund.

Prepared by:

  
KENNETH F. FADRILAN  
TIDA, ORD

Recommended for Approval:

  
JOSEPH H. DELA PEÑA  
Supervisor, ORD

Approved by:

  
MARCELINA S. ALCANTARA  
Regional Director, NCRO