



Republic of the Philippines

Sandiganbayan

Quezon City

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APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

MAR 14 2023

RFQ No.: 079-2023

Date: March 14, 2023

REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	1 lot	<p align="center">DESIGN, LAYOUT AND PUBLICATION OF THE 44TH SANDIGANBAYAN ANNUAL REPORT</p> <p>Printing Specifications: Size: 8.5 x 11 folded, 17" x 11" Spread No. of Pages: Maximum of 110 pages including cover and foldout Stock: Cover C2S 220#, Inside Pages: C2S 100# Color: Cover -4C + matte lamination = spot UV/4C Finish: Matte lam 1s = spot UV on cover Binding: Perfect Quantity: 80 Copies</p> <p>Note: Please see attached Terms of Reference</p>	23-03-205	180,000.00
		nothing follows		
			Total:	180,000.00

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if any
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if any
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address to:
Atty. RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form (“Annex A”) and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. Delivery period shall be within fifteen (15) calendar days reckoned from the date of receipt of the approved Final Manuscript.

3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.

4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.

5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.

6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

7. In case of tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (“*Tie-Breaking Method*”).

8. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.


9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to award or payment, and subject to Item III, Annex “H” of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor’s /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The *Sandiganbayan* shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Very truly yours,


THELMA M. MARCO
OIC – Property and Supply Section
Administrative Division

¹ Procuring Entities already maintaining an updated file of any of the bidder’s above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex “H” of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

Price Quotation Form

Administrative Division
 Sandiganbayan
 Sandiganbayan Centennial Building
 Batasan Road, Quezon City

Attn: Supply Section

Sir:
 After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
1	1 lot	<p style="text-align: center;">DESIGN, LAYOUT AND PUBLICATION OF THE 44TH SANDIGANBAYAN ANNUAL REPORT</p> <p>Printing Specifications: Size: 8.5 x 11 folded, 17" x 11" Spread No. of Pages: Maximum of 110 pages including cover and foldout Stock: Cover C2S 220#, Inside Pages: C2S 100# Color: Cover -4C + matte lamination = spot UV/4C Finish: Matte lam 1s = spot UV on cover Binding: Perfect Quantity: 80 Copies</p> <p>Note: Please see attached Terms of Reference</p>	
		nothing follows	

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name & Signature of Authorized Representative

 Name of Company

 Company Address

 Tax Identification Number (TIN)

 PhilGEPS Registration Number (required prior to award):

 Contact Number/s

 Email Address



Republic of the Philippines
Sandiganbayan
Quezon City

TERMS OF REFERENCE

**ENGAGEMENT OF A SERVICE PROVIDER FOR THE DESIGN,
LAYOUT AND PUBLICATION OF THE 44th SANDIGANBAYAN
ANNUAL REPORT**

A. BACKGROUND / OBJECTIVE

The Annual Report is a yearly publication of the Sandiganbayan that presents the highlights of the Sandiganbayan Accomplishments and Performance Review based on its constitutional mandate. It serves as a record of Sandiganbayan's significant achievements during the year on key result areas.

B. ELIGIBILITY REQUIREMENTS

1. Prospective service providers must have an experience of having completed published annual reports and documentaries within the last two (2) years.
2. Has technical experience in digital concept and photography for corporate annual reports and printing and production thereof, for at least three (3) clients within the last two (2) years.

C. SCOPE OF WORK

For the Design and Printing of the 44th Sandiganbayan Annual Report for the year ended December 31, 2022, the selected Service Provider shall be responsible for the provision among others, of the following:

1. **Conceptualization of Design.** The Service provider shall develop a minimum of three (3) Comprehensive Artwork Designs for the cover based on **the theme approved by the Presiding Justice of the Sandiganbayan.** The presentation of the comprehensive design shall include a brief cover description.
2. **Lay-out.** The Service Provider shall prepare a minimum of three (3) lay-out proposals for the inside pages which should complement all of the design proposals for the cover. The inside pages present the major accomplishments of the Sandiganbayan in sections. Lay-out shall include, but not limited to the (i) application of artworks appropriate for the approved concept design and chosen theme, photographs, presentation charts in graphical, tabular and infographic forms, (ii) arrangement of manuscripts [*i.e.*, selection of font style, paper size, quality and color, pagination, etc.) and (iii) enhancement of Sandiganbayan-supplied photos.
3. **Production, Printing and Packaging.** Details of production works and materials to be used should strictly conform to the Project Specifications provided in **Annex A.** All

attendant activities needed to satisfactorily complete the production work, shall be undertaken in accordance with the acceptable technical practice and production procedures.

The Service Provider is given a period of ten (10) days from the issuance of the Notice of Award/Purchase Order to submit to the Sandiganbayan three (3) comprehensive artworks designs and three (3) lay-out proposals for the inside pages complementing all the design proposals for the covers.

Amendments, additions and/or revisions on the draft design, lay-out and/or manuscript shall be immediately acted upon and satisfactorily fulfilled by the Service Provider within three (3) days from receipt of order from the Sandiganbayan. The amendments, additions and/or revisions of the draft design, lay-out and/or manuscript shall not exceed a total period of thirty (30) days reckoned from the day the first proof is submitted by the Service Provider.

The Final Proof, incorporating all the additions and revisions, shall be submitted to the Sandiganbayan within two (2) days from receipt of the order to submit Final Proof. Further corrections on the Final Proof, if any, shall be immediately acted upon and satisfactorily fulfilled by the Service Provider within two (2) days from receipt of communication relative thereto from the Sandiganbayan.

After approval of the Final Proof, the Service provider shall submit a copy of the Final Manuscript for approval within two (2) days from the receipt of such order from the Sandiganbayan.

The production work, including all attendant activities and delivery of the finished work, shall be completed within the maximum duration of fifteen (15) calendar days reckoned from the date of receipt of the approved Final Manuscript. Production time may be adjusted accordingly upon written request of the Service Provider in cases where there will be delay in the completion of tasks required from Sandiganbayan which are beyond the control of the Service Provider.

D. OTHER TERMS AND CONDITIONS

Supervision of Production Project

1. The Service Provider shall assign an official representative who will be permanently coordinating with the Sandiganbayan in the execution of this Project until the completion of the production work.

2. The Sandiganbayan, through its Legal Research and Technical Staff, shall be closely monitoring the progress of the Project. For this purpose, the Service Provider shall make available information pertinent to the development of the Project whenever the same is required.

3. In case of failure on the part of the Service Provider to satisfactorily complete the work within the specified timetable, plus all approved time extension, the Sandiganbayan shall withhold any payment until it has delivered the same, subject to the penalty of one-tenth of one percent of the total consideration payment for every day of delay.

Completion and Acceptance of Project

1. Sandiganbayan reserves its property rights over all materials provided to and prepared by the Service Provider which were intended for the production of the 44th Sandiganbayan Annual Report. No article or photograph may be used or reproduced by the Service Provider without the written consent of the Sandiganbayan. As such, the manuscript, draft and mock copies of the report, all processed digital photos, prints and other

articles/materials produced in relation to the Project shall be turned over by the Service Provider to Sandiganbayan upon completion of the publication or upon completion of delivery.

2. The Certificate of Completion may be issued only upon receipt of the following materials:

- a) Complete and acceptable eighty (80) copies of printed Annual Report.
- b) Electronic copy of the Annual Report in PDF format contained in compact disc.
- c) Electronic copy of all photographs taken for the production work converted to.jpeg image or other Windows-compatible format, with standard size or image resolution appropriate for high-quality reprinting. This shall include those digital photos that were not specifically used in the completed publication.
- d) All materials used in the production as mentioned in Item No. 1 above.

3. Sandiganbayan reserves the right to reject the printed publication or require replacement at no cost to the government should there be a failure on the part of the Service Provider to comply with the specifications presented in this Terms of Reference, and/or to incorporate the corrections in the Final Proof within the prescribed timeline.

-----Nothing Follows-----

44th SANDIGANBAYAN ANNUAL REPORT
For the Year ended December 31, 2022

PRINTING SPECIFICATIONS:

Size	8.5 x 11 folded 17" x 11" spread
Number of Pages	Maximum of 110 pages including cover and foldout
Stock	Cover C2S 220#, Inside Pages: C2S 100#
Color	Cover - 4C + matte lamination = spot UV/4C
Finish	Matte lam 1s = spot UV on cover
Binding	Perfect
Quantity	80 copies