



REPUBLIC OF THE PHILIPPINES

Sandiganbayan

Quezon City

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

05 MAR 2024

RFQ No. / Date: SVP-2024-026-03/ March 5, 2024

P.R. No. and Date: 24-02-174/ February 26, 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	Lot	Design, Layout and Publication of the 45th Sandiganbayan Annual Report Printing Specifications: <ul style="list-style-type: none">• 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 1s = spot UV on cover• Binding: Perfect• Quality: 80 copies (Please see attached Terms of Reference)	Php 180,000.00
Delivery Period		Fifteen (15) working days upon approval of Final Manuscript	
Deadline of Submission		March 12, 2024/ 3:00 P.M.	

INSTRUCTIONS

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

- Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - Valid and current Mayor's/Business Permit
 - PhilGEPS Registration Number

c. Income/Business Tax Return¹

d. Notarized Omnibus Sworn Statement (OSS)² (may be submitted prior to the issuance of a Notice of Award)

If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.³

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

a. Terms of Payment

b. Warranty; if applicable

c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City

d. Delivery Period

e. Price Validity Period

f. Certificate of Exclusive Distributorship; if applicable

g. Tax Identification Number (TIN)

h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO

Chief Judicial Staff Officer

Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. 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. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

¹ For ABC above Php500,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

² For ABC above Php50,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

³ 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 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

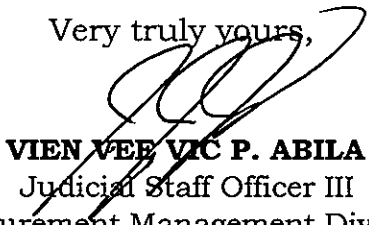
5. In case of a tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

6. 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.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,


VIEN VEE VIC P. ABILA
Judicial Staff Officer III
Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

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:

Qty	Unit	Description	Quote per unit	Total Quote
1	Lot	Design, Layout and Publication of the 45th Sandiganbayan Annual Report (see attached Terms of Reference)	Php 180,000.00	
Delivery Date		Fifteen (15) working days upon approval of Final Manuscript		

INSTRUCTIONS

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

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued

In case documentary requirements have been previously submitted to the Sandiganbayan, please fill-up the following details:

Documents submitted on: _____

RFQ No. and date: _____



Republic of the Philippines

Sandiganbayan

Quezon City

TERMS OF REFERENCE

ENGAGEMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PUBLICATION OF THE 45th 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 the Sandiganbayan's significant achievements during the year in key result areas.

B. ELIGIBILITY REQUIREMENTS

1. Prospective service providers must have 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.
3. To determine the prospective supplier's compliance with the above requirements, they shall submit to the Sandiganbayan's Procurement Management Division (PMD),¹ within three (3) calendar days from the submission of its quotation, sample copies of its published works.

C. SCOPE OF WORK

For the Design and Printing of the 45th *Sandiganbayan Annual Report* for the year ended December 31, 2023, 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.**
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

¹ The PMD's office is situated at the Sandiganbayan Library, 2nd Floor, Sandiganbayan Centennial Building.

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 of the cover 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 three (3) working 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) working 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) working 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 a delay in the completion of the required tasks.

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 extensions, the Sandiganbayan shall withhold any payment until it has delivered the same, subject to liquidated damages equal to one-tenth of one percent (0.001) of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the contract cost, the Sandiganbayan may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Completion and Acceptance of Project

1. The Sandiganbayan reserves its property rights over all materials provided to and prepared by the service provider which are intended for the production of the 45th *Sandiganbayan Annual Report*. No article or photograph may be used or reproduced by the service provider without the prior 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 the 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. The 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-----

**45th SANDIGANBAYAN ANNUAL REPORT
For the Year ended December 31, 2023**

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