

## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Concept, Design, Layout, Color Separation and Printing of Annual Report 2024** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **June 04, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\*, BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph) ; [jperez@sbcorp.gov.ph](mailto:jperez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
  - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
  - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>SMALL BUSINESS CORPORATION TERMS OF REFERENCE ANNUAL REPORT 2024 CONCEPT, DESIGN and PRINTING</b></p> <p><b>A. EXECUTION OF CONCEPT AND DESIGN LAY-OUT</b></p> <p><b>1. Concept</b></p> <p>1.1 Develop a creative concept appropriate to the nature and operations of the Small Business Corporation (SBCorp) in 2024 as determined and approved by SBCorp Management Committee.</p> <p><b>2. Graphic Arts Services</b></p> <p>2.1 Develop three (3) acceptable design studies for the cover, inside pages and envelope based on the approved concept</p> <p>2.2 SB Corp may require as many revisions as needed until a design is deemed acceptable and approved.</p> <p>2.3 The Annual Report cover and inside pages design should be in full color, while the envelope design should be in one(1) spot color.</p> <p>2.4 Preparation of artworks</p> <p>2.5 Cost of typesetting and art materials</p> <p>2.6 Printouts and mock-ups</p> <p>2.7 Copywriting and editing</p> <p><b>3. Photography</b></p> <p>3.1 All production equipment and materials shall be provided by the contractor</p> <p>3.2 Digital Photography shots for the following:              Individual portrait shoot of the Chairman and President              Individual portrait shoot of the Board of Directors              Individual portrait shoot of the Management Committee and Group heads</p>	

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3.3 Art direction and supervision during the photoshoot sessions

3.4 The photographs and art direction should be consistent with the Annual Report's overall theme and concept.

#### 4. Deliverables/Timeframe

- 4.1 First lay-out: Ten working days after submission of materials
- 4.2 Second lay-out: Five working days upon approval of the first lay-out
- 4.3 Final Lay-out for color separation ready: Five working days after the approval of the second lay-out

### B. COLOR SEPARTION AND PRINT PRODUCTION

#### 1. Color Separation

- 1.1 Scanning of images/photo prints in high resolution format
- 1.2 Outputting charge should include progressive proof., film and negative output for all the 75 pages
- 1.3 Computer retouching and manipulation if necessary

#### 2. Print Production

##### 2.1 Annual Report

- 2.1.1 Size: 8 ½ x 11 " folded; 17 " x 11" flat  
9 x 11 ½" (Envelope)
- 2.1.2 Stocks: Cover – C2S 220 lbs; Inside –  
Matte Coated Paper 100 lbs.
- 2.1.3 Color: Full Color ( with color separation)
- 2.1.4 Number of pages :75 inclusive of cover  
pages
- 2.1.5 Quantity : 300 copies
- 2.1.6 Bindery: Saddle stitch finish with die  
cutting scoring, pasting and gumming

##### 2.2 Envelope

- 2.2.1 Size: 9" x 11 ½" folded
- 2.2.2 Stock: Bookpaper 80 #
- 2.2.3 Color : 1 spot color

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<p>2.2.4 Others: With die cutting, scoring, pasting and gumming</p> <p>2.2.5 Quantity : 300 pieces</p> <p><b>3. Deliverables/Timeframe</b></p> <p>3.1 Ten (10) working days upon approval of the approved color separation proof.</p> <p><b>4. Budget</b></p> <p>4.1 The earmarked budget for the project is <b>Php375,000.00</b></p> <p><b>5 . Terms of Payment</b></p> <p>5.1 Upon approval of photos – 25%</p> <p>5.2 Upon Approval of the final artwork – 25%</p> <p>5.3 Upon approval of the color separation proof – 25%</p> <p>5.4 Upon delivery of the printed copies – 25%</p> <p><b>6. Evaluation of bidders</b></p> <p>Contractors will be evaluated based on their creative outputs and past works in terms of concept, design, photography (70%) and financial bid (30%).</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 17 <sup>th</sup> Flr 139 Corporate Center, 139 Valero St. Salcedo Vill, Makati City	
c) Ten (10) working days upon approval of the approved color separation proof	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php375,000.00) Tax Inclusive			In words _____ _____  In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

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📍 17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines  
 📧 sbcorporation@sbcorp.gov.ph

☎ 5328-1100 -1110 and 1112-1116  
 🌐 www.sbcorp.gov.ph

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. 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 SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_