



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Procurement of Printing, Binding and Delivery of CIAP Document 102

P.R. No./Date: **23-09051 | 13 September 2023**

RFQ/P No. / Date: **2023-10-061 | 03 October 2023**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**
- 5 **Notarized Omnibus Sworn Statement**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 09 October 2023, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

(ORIGINAL Copy Signed)

Angel Zyrene D. Cacho

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	100	100,000.00	Printing, Blinding and Delivery of CIAP Document 102 Quantity : 100 copies Size: A4 (Tall)- Book Type No. of Pages: 92pp (front and back) including Cover pages Color: Cover pages: Full Color Inside pages: Minimal Colors only (for heading) Paper: 70gsm (matte) Cover: Thick,220 gsm (glossy) Binding: Softbound (glued and stitched)			
Total ABC			₱ 100,000.00			
Delivery and Other Instructions:			Within the period of 25 working days from receipt of approved and funded Job Order			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



TECHNICAL SPECIFICATIONS

TITLE OF THE PROJECT: PRINTING, BINDING, AND DELIVERY OF COPIES OF REVISED CIAP DOCUMENT 102				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
100	copies	QUANTITY: 100 copies SIZE: A4 (Tall) – Book Type NO. OF PAGES: 92 pp (front and back) including Cover pages COLOR: Cover pages – Full Color Inside Pages - Minimal Colors only (for headings) PAPER: 70 gsm (matte) COVER: Thick, 220 gsm (glossy) BINDING: Soft bound (glued and stitched) <i>For more information, see attached TOR.</i>	₱100,000.00	₱100,000.00

Prepared by:


DANA LORRAINE C. FAURILLO
TIDS, PDCB

Approved by:


DORIS U. GACHO
Executive Director

CONFORME:
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date

TERMS OF REFERENCE

PRINTING, BINDING, AND DELIVERY OF COPIES OF REVISED CIAP DOCUMENT 102

1. PROJECT TITLE

PRINTING, BINDING, AND DELIVERY OF COPIES OF REVISED CIAP DOCUMENT 102

2. BACKGROUND

In line with the recent revision of CIAP Document 102 or the Uniform General Conditions of Contract for Private Construction, approved through CIAP Board Resolution No. 07, Series of 2022, the Construction Industry Authority of the Philippines - Philippine Domestic Construction Board (PDCB) seeks to publish copies of the newly amended document for distribution of its copies to its stakeholders.

3. OBJECTIVES

The PDCB seeks the service of a printing company capable of providing necessary services for the production, printing, binding, and delivery of the copies of the revised CIAP Document 102, that aims to provide the procedures, guidelines, and criteria to be used by parties in a Construction Contract; and can also be used as a reference and guide in the interpretation of Contract provisions and fill the omission of stipulations which are ordinarily established.

4. TARGET AUDIENCES

The printed materials shall be used primarily for distribution to CIAP Document 102 Trainers, partner and allied organizations for the promotion of the document, National government agencies, academe, and other relevant stakeholders.

5. ELIGIBILITY REQUIREMENTS

It aims to provide the procedures, guidelines, and criteria to be used by parties in a Construction Contract. It can also be used as a reference and guide in the interpretation of Contract provisions and fill the omission of stipulations which are ordinarily established.

- a. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- b. Must have Mayor's Permit;
- c. Must have BIR Certification of Registration; and
- d. Must be a reputable company with printing capabilities.

6. SCOPE OF WORK AND DELIVERABLES

The printing company shall produce, print, bind, and deliver 100 copies of the Revised CIAP Document 102, digital copy of which, shall be provided by the CIAP-PDCB.

7. DESCRIPTION AND SPECIFICATIONS

QUANTITY: 100 copies

SIZE: A4 (Tall) – Book Type

NO. OF PAGES: 92 pp (front and back) including Cover pages

COLOR: Cover pages – Full Color

Inside Pages - Minimal Colors only (for headings)

PAPER: 70 gsm (matte)

COVER: Thick, 220 gsm (glossy)

BINDING: Soft bound (glued and stitched)

8. APPROVED BUDGET

The allotted budget is PHP 100,000.00, inclusive of all applicable Government taxes and charges, delivery fees, and other incidental costs. The said amount shall be charged to the appropriation of PDCB under the Industry Policy and Development Program.

9. SCHEDULE OF DELIVERY

The engagement must be completed within a period of twenty-five (25) working days from receipt of approved and funded Purchase Order.

10. TERMS AND CONDITIONS

All materials produced during the period of engagement shall be owned by CIAP-PDCB. Any errors in the materials produced, without the fault of the CIAP-PDCB, shall be rectified by the winning bidder, without any additional costs to CIAP-PDCB.

The bidder must also observe strict confidentiality of the information and data in the said materials.

11. PAYMENT PROCEDURE

Payment shall be processed in accordance with the government accounting rules and regulations.

Prepared by:


DANA LORRAINE C. FAURILLO
TIDS, PDCB

Reviewed by:


JOCELYN C. CARRASCO
Acting Chief, PDCB

Approved by:


DORIS U. GACHO
Executive Director, PODCB