



## REQUEST FOR QUOTATION / PROPOSAL

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

### Provision of Layout/Design and Production Services, Supply and Delivery of PDCB Corporate Gifts and Tokens

P.R. No./Date: **23-10052 | 03 October 2023**

RFQ/P No. / Date: **2023-10-062 | 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 **Notarized Omnibus Sworn Statement**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**
- 5 **BIR Certificate of Registration (BIR Form No. 2303)**

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](mailto:bac_ciap@construction.gov.ph)/[russellracelis@construction.gov.ph](mailto:russellracelis@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)*

**Russell N. Racelis**

*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](mailto:bac_ciap@construction.gov.ph)

| Item                                    | QTY   | ABC                 | Technical Specifications   | Brand/Model                        | Unit Price | Total Amount |
|---|-------|---------------------|--|------------------------------------|------------|--------------|
|   |       |                     |  | (To be filled-out by the supplier) |            |              |
| 1                                       | 1 Lot | 120,000.00          | Provision of Layout/Design and Production Services, Supply and Delivery of PDCB Corporate Gifts and Tokens<br>(Please see attached Technical Specifications) |                                    |            |              |
|   |       |                     | <i>(see attached technical specifications)</i>   |                                    |            |              |
| <b>Total ABC</b>                        |       | <b>₱ 120,000.00</b> |  |                                    |            |              |
| <b>Delivery and Other Instructions:</b> |       |                     | Within thirty (30) calendar days from the final approval of sample.  |                                    |            |              |

*(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:  
DESIGN/ LAYOUT, SUPPLY AND DELIVERY OF PDCB Corporate Tokens & Gifts**

| Qty. | Unit | Specification  | Unit Cost       | Total Cost / ABC<br>(inclusive of all cost and applicable taxes) |
|------|------|--|-----------------|--|
| 100  | Set  | <p><b>Design, Layout, Supply, and Delivery of 100 sets of Corporate Tokens and Gifts, with PDCB Logo</b></p> <p><b>QUANTITY:</b> 100 sets</p> <p><b>Corporate gift set, each set comprised of:</b></p> <ul style="list-style-type: none"> <li>• Black Leather Notebook with PDCB Logo</li> <li>• Black Stainless Ballpen with PDCB Logo</li> <li>• Black 450 mL (or bigger) Stainless/Vacuum Sealed/Insulated Tumbler with PDCB Logo</li> <li>• Packaged in a Black Premium/Hard Box (with ribbon and fillers), with PDCB Logo</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Please see attached Corporate manual for the design and layout of the token</li> <li>• Upon award of the project, the supplier shall send the sample layout of the tokens to the CIAP-PDCB.</li> <li>• Upon approval of the design, sample set of token shall be submitted to the CIAP-PDCB, for final approval, before the mass production of the tokens.</li> <li>• The award shall include layout/design, production, and delivery of the tokens.</li> </ul> | <b>P1200.00</b> | <b>P120,000.00</b>   |

Prepared by:

*Dana Lorraine C. Faurillo*  
**DANA LORRAINE C. FAURILLO**  
TIDS, PDCB

Approved by:

*Doris U. Gacho*  
**DORIS U. GACHO**  
Executive Director

Evaluated by:

*Mary Ann Pinlac*  
**MARY ANN PINLAC**  
Lead, CIAP Comms Team

M.A. Pinlac  
Digitally signed by M.A. Pinlac  
Date: 2023.09.22 16:33:07 +0800

**TITLE OF THE PROJECT:  
DESIGN/ LAYOUT, SUPPLY AND DELIVERY OF PDCB Corporate Tokens & Gifts**

**CONFORME:**

Name and Signature of Authorized Representative of the  
Supplier

PhilGEPS Registration Number

Tax Identification Number

Date

**TITLE OF THE PROJECT:**  
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## Philippine Domestic Construction Board (PDCB) Logo

### The Elements

The BUILDING and ROAD represent infrastructure projects, (vertical and horizontal), surrounded by the name of Philippine Domestic Construction Board with the acronym of DTI-CIAP below.

### Color Palette

The official colors of the PDCB logo are Buddha Gold, Dim Gray, Yellow, Black and White



HEX #bb9203  
 RGB (187,146,3)  
 CMYK (27,39,100,4)



HEX #696969  
 RGB (105,105,105)  
 CMYK (59,51,50,19)



HEX #ffff00  
 RGB (255,255,0)  
 CMYK (6,0,91,0)



HEX #13110f  
 RGB (19,17,15)  
 CMYK (71,67,67,83)



HEX #fbfbfa  
 RGB (251,251,250)  
 CMYK (1,0,1,0)

## Philippine Domestic Construction Board (PDCB) Logo



### Logo Typeface

Arial  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890  
 !@#\$%^&\*():"'<?>.,



### Logo Exclusion Zone

The prescribed minimum clearance around the logo is at least 0.5 of any metric unit of length. This indicates the closest any other graphic element or text can be positioned in relation to the logo.

### Size Specifications

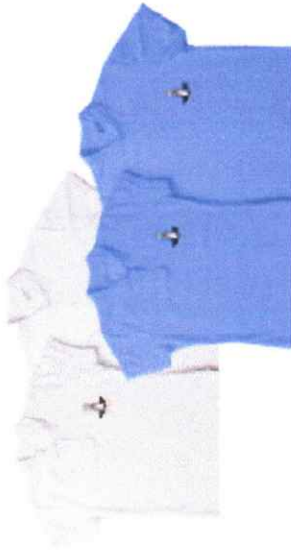
| STANDARD LOGO SIZE | MATERIAL  |
|--------------------|---|
| 1.27 cm x 1.27 cm  | for business cards, pins, and memo pads<br>(Note: smallest size prescribed for the logo)  |
| 2 cm x 2 cm        | for envelopes/ and memo sheets/pads   |
| 2.54 cm x 2.54 cm  | for letterheads, forms, and certificates  |
| 3.5 cm x 3.5 cm    | Publications, annual reports, and flyers  |
| > 5 cm x 5 cm      | Large collaterals. NOTE: Logo may be resized and expanded for other large collaterals like posters given that the logo will be expanded appropriately and not pbeiated or blurred |



DESIGNS

OTHER APPLICATIONS

Token and Gift Items



Polo shirt



Messenger Bags



Clot Bag



Travel bag



Tumbler



Pen