



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Procurement of Printing, Binding and Delivery of CIAP Annual Report 2024

P.R. No./Date: **25-06088 | 26 June 2025**

RFQ/P No. / Date: **2025-07-070 | 04 July 2025**

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 (original notarized copy to be submitted before issuance of PO/JO/Contract)**

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 July 2025, 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 is 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: 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	1 lot	₱ 103,200.00	Procurement of Printing, Binding and Delivery of CIAP Annual Report 2024 ** See attached for complete Terms of Reference****			
Total ABC		₱ 103,200.00				
Delivery and Other Instructions:			Within 10 Working days upon receipt of NOA/PO and approval of the 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

PROCUREMENT OF PRINTING AND BINDING SERVICE FOR THE CIAP 2024 ANNUAL REPORT

Qty.	Unit	Specification	Unit Cost	Total Cost/ ABC (Inclusive of all cost and applicable taxes)
150	copies	QUANTITY: 150 copies SIZE: A4 (Tall) – Book Type NO. OF PAGES: 70 pages (front and back) including cover page and back page COLOR: Cover Pages – Full Color Inside Pages – Full Color COVER: Stipple Avalanche 270gsm INSIDE PAPER: Special Paper (Neenah White 90gsm) BINDING: Soft bound (glued and stitched) PROCESS: Offset Printing OTHERS: 1. Submission of press proof <i>For more information, please see the attached TOR file.</i>	₱103,200.00	₱103,200.00

Prepared by:

[Signature]
JESSICA B. GALITOB
TIDS, CIAP-PPCMD

Approved by:

[Signature]
ATTY. HERBERT D.G. MATIENZO
Acting Executive Director, CIAP

Evaluated by:

[Signature]
MARY ANNE Y. PINLAC
Lead, CIAP Comms Team





TERMS OF REFERENCE

PROCUREMENT OF PRINTING, BINDING, AND DELIVERY SERVICES FOR THE CIAP 2024 ANNUAL REPORT

1. RATIONALE

The Construction Industry Authority of the Philippines (CIAP) is mandated to promote, accelerate, and regulate the growth and development of the construction industry. Pursuant to its mandate, CIAP together with its Implementing Boards prepared an Accomplishment Report detailing its major programs, activities, and projects for CY 2024.

The 2024 Annual Report will provide a comprehensive summary of CIAP's efforts and achievements, particularly in meeting the targets set forth in the Philippine Construction Industry Roadmap (PCIR) 2020-2030. It will also serve as a vital communication tool to inform stakeholders of the agency's progress, reinforce its commitment to transparency and uphold its accountability to its mandate in accordance with Presidential Decree No. 1746, dated 28 November 1980.

2. OBJECTIVE

The publication of the CIAP 2024 Annual Report aims to achieve the following:

- To inform the public about the agency's achievements in the year covered and how it intends to improve its performance going forward;
- To disseminate accurate information and apprise stakeholders of the milestones of CIAP in 2024, in line with the state policy on transparency and accountability;
- To update stakeholders on the progress of and accomplishments in the implementation of CIAP's programs and projects; and
- To promote CIAP as an agency, which upholds the values of transparency, integrity, and good governance in its programs and projects.

In line with the above premise, the CIAP seeks the services of a qualified printing service provider for the printing, binding, and delivery of the **CIAP 2024 Annual Report** with the aim to ensure the timely production of quality printed reports.

Further, the service provider shall be responsible for delivering professionally printed and bound copies of the report in accordance with CIAP's specifications and within the agreed timeframe.

3. TARGET AUDIENCES

The printed materials shall be used primarily for distribution to CIAP officials and employees, National Government Agencies, Partners, Academe and construction industry stakeholders.

4. ELIGIBILITY REQUIREMENTS

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



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: www.construction.gov.ph
E-mail address: ciap@construction.gov.ph
Telephone Number: +(632) 8895-6826



Cert No. 24/182135



5. SCOPE OF WORK AND DELIVERABLES

The printing company shall produce, print, bind, and deliver **150 copies** of the CIAP 2024 Annual Report in close coordination with CIAP-PPCMD, digital copy of which, shall be provided by the CIAP-PPCMD.

6. DESCRIPTION AND SPECIFICATIONS

Quantity	150 copies
Size	A4 (Tall) – Book Type
No. of Pages	70 pages (front and back) including cover page and back page
COVER	
<i>Stock</i>	Stipple Avalanche 270gsm - Printing service may suggest other kinds of paper, subject to the approval of PPCMD
<i>Color</i>	Full Color
<i>Process</i>	Offset Printing
INSIDE PAPER	
<i>Inside paper</i>	Special Paper (Neenah White 90gsm) - Printing service may suggest other kinds of paper, subject to the approval of PPCMD
<i>Printing</i>	Both sides printing
<i>Color</i>	Full Color
<i>Process</i>	Offset Printing
Binding	Soft bound (glued and stitched)
Others	Submission of press proof

7. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the services required for this project is **One Hundred Three Thousand Two Hundred Pesos (PHP103,200.00)**, inclusive of all applicable Government taxes and charges, delivery fees, and incidental expenses. The said amount shall be charged to the appropriation of PPCMD under Information, Education, and Communication (IEC) Materials, Digital Newsletter and Annual Report.

8. DELIVERY OF MATERIALS

Once the submitted Annual Report Proof has been approved by the CIAP-PPCMD for printing, the supplier shall deliver printed/finished items to the Administrative, Financial, and Management Division within ten (10) working days upon approval of the sample.

9. TERMS AND CONDITIONS

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

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



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Telephone Number: + (632) 8895-8826



Cert No. 24/182125



10. PAYMENT PROCEDURE

Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of Certification of Satisfactory Services Rendered (CSSR).

Prepared by:

JESSICA B. GALITOB
TIDS, CIAP-PPCMD

Reviewed by:

ATTY. NATALIE PARDO-LABANG
Chief TIDS, CIAP-PPCMD

ATTY. NATALIE
PARDO
LABANG

Digitally signed by
ATTY. NATALIE PARDO
LABANG
Date: 2025.05.26
15:58:10 +08'00'

Approved by:

ATTY. HERBERT D.G. MATIENZO
Acting Executive Director



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Cert No. 24/182135



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



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