

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

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Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	Procurement of FASPS Exhibit Materials: Sintra Board Printing Specs: Sintra Board Standee	1 lot
	Sintra Board Standee Printing in Sintra board Size: 3ft x 3.25ft (3mm thick) Full colored front With stand at back	2
	Size: 2ft x 2ft (3mm thick) Full colored front With stand at back	2
	Size: 2.5ft x 2ft (3mm thick) Full colored front With stand at back	2
	Size: 3ft x 5ft (3mm thick) Full colored front With stand at back	1

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF PRINTING SERVICES
FOR THE FASPS LGIS STAGE DESIGN**

Budget : Php 11,000.00

Objective :

As part of the knowledge-sharing initiatives of Foreign-Assisted and Special Projects Service (FASPS), and to increase public awareness of the lessons learned, good practices, innovations and success stories (LGIS) of foreign-assisted projects (FAPs), we will be conducting the FASPS Forum on Lessons Learned, Good Practices, Innovations, and Success Stories with the theme: "Conserving Diversity, Cultivating Change: Caraga's Path to Biodiversity Resilience" on August 26-29, 2024. To be able to set the tone for the forum and highlight the impact of project interventions to biodiversity, printing a sintra board standee is ideal. The material will also be displayed in various events/occasions of the Department to react to a wider audience.

Target Audience:

- Oversight agencies, industry partners, private sector, media, academe
- DENR Officials (Central Office, Bureaus, Attached Agencies and Regional Offices)
- DENR - FASPS Project Management Offices and Project Implementing Units
- FASPS Officials, Project Officers, M&E Officers and Finance Officers
- People's Organizations, Communities, LGUs

Technical Specifications and Scope of Work: Printing in Sintra Board

Sintra Board Standee				
Pcs	2	2	2	1
Size	3ft x 3.25ft	2.5ft x 2ft	2ft x 2ft	3ft x 5ft
Thickness	3mm			
Color	Full colored front			
Others	With stand at back			

Instruction to Supplier:

- All materials (electronic files and photos) sent to the supplier for production shall be turned over to DENR-FASPS ~~five~~ (5) calendar days after production/delivery

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	<i>Procurement of FASPS Exhibit Materials: Sintra Board Printing</i>	1 lot

- The DENR-FASPS shall supply the Adobe/JPEG/PNG format with the expected look.
- The supplier must submit a list of printing equipment which they own.
- The DENR-FASPS representative/s must be allowed to visit the press and inspect the equipment before awarding the project to ensure that the bidder can deliver the requirements.
- The supplier shall allow DENR-FASPS representative/s to conduct press work during the production of the kit.
- The supplier shall be required to bring/show sample materials to be used for production. The final output shall be delivered to FASPS 10 days after file turnover by DENR-FASPS.

Terms of Payment:


The amount in Pesos shall be inclusive of any all taxes to be paid to the government. DENR-FASPS shall pay the Supplier **ELEVEN THOUSAND PESOS (Php 11,000.00)**.

We invite bids from bidders with at least one (1) year experience in the business operation for the printing of various forms, tarpaulins, sintra board, and the likes.

Prepared by:


JESLINA B. GOROSPE
Chief, PMED-FASPS

Approved by:


AL O. OROLFO, Ph.D., CESO III
Director, FASPS

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per terms of reference.
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. Bidder has no overdue deliveries or unperformed services intended for DENR-CO.

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**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)		
			Unit Price	Total Price	Unit Price	Total Price	
	Procurement of FASPS Exhibit Materials: Sintra Board Printing	1 lot					
	Sintra Board Standee Printing in Sintra board Size: 3ft x 3.25ft (3mm thick) Full colored front With stand at back	2	1,600.00	3,200.00			
	Size: 2ft x 2ft (3mm thick) Full colored front With stand at back	2	950.00	1,900.00			
	Size: 2.5ft x 2ft (3mm thick) Full colored front With stand at back	2	1,250.00	2,500.00			
	Size: 3ft x 5ft (3mm thick) Full colored front With stand at back	1	3,400.00	3,400.00			
				Grand Total: 11,000.00			

Note: Financial offer must not exceed the ABC per line items.

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____