



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**BAC-PGCS-011-2022**

Name of Project : **PROCUREMENT OF SERVICE PROVIDER  
FOR THE PRINTING OF THE PPA ANNUAL  
REPORT CY 2021**

Approved Budget for the Contract : **P234,349.50**

Deadline for Submission : **May 3, 2022**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, and Omnibus Sworn Statement with attached Secretary's Certificate or Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

  
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services



**TERMS OF REFERENCE  
PROCUREMENT OF SERVICE PROVIDER FOR THE  
PRINTING OF THE PPA ANNUAL REPORT CY 2021**

**I. BACKGROUND**

The PPA Annual Report is a regular publication of the Philippine Ports Authority (PPA) that presents the performance highlights of the Authority. It serves as a record of PPA's significant achievements during the year in terms of port operations, finance, port development and maintenance, and organizational and human resource development, among others. The Report comes in textual form supported by data in graphical/tabular formats and photographs.

The components of the publication include, among others, the status of different port development and maintenance projects, an enumeration of major policy issuances, operational and financial performance, and other information related to the port industry. The Report likewise include disclosure of information in accordance with the good governance requirements of the Governance Commission for GOCCs (GCG).

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is Php234,349.50.

**III. TECHNICAL SPECIFICATIONS**

**Annual Report**

Printing	:	Color: Full / Full Process: Offset or Equivalent
Cover	:	Size: Open with spine and pocket Finish: With Spot Lamination (where appropriate) Material: Special Paper (appropriate to the approved theme and concept design)
Inside Pages	:	Size: A4 (Trim/Folded), vertical or horizontal Material: Matte #100
Binding	:	Smythe Perfect
No. of Pages	:	Maximum of 100 pages
Quantity	:	150 pieces

**Envelope**

Size	:	To fit
Printing	:	Process: Offset or Equivalent
Material	:	Book, #120
Color	:	Full Color
Binding	:	Scoring, Folding, Glueing, Gummed
Quantity	:	150pieces

*Submission to PPA of three (3) digital proofing (mock layout) for color correction and other adjustments is required before final printing.*

**IV. PROJECT DURATION**

- a. The project shall be completed within twenty (20) working days from receipt of the Purchase Order by the end-user.
- b. Project duration may be adjusted accordingly upon written request of the Service Provider in cases where there will be delay brought about by circumstances that are beyond the control of the Service Provider.

**V. PROPERTY RIGHTS AND CONFIDENTIALITY CLAUSE**

PPA reserves its property rights over all materials provided to the Service Provider. No article or photograph may be used or reproduced by the Service Provider without the written consent of PPA.

**VI. COMPLETION AND ACCEPTANCE**

- c. A Certificate of Completion shall be issued only upon receipt of the complete and acceptable copies of printed Annual Report and its corresponding envelope.
- d. PPA reserves the right to reject the printed publication or require replacement at no cost to the government should there be failure on the part of the Service Provider to comply with the Technical Specifications.

**V. TERMS OF PAYMENT**

- a. Payment to the Service Provider of the contract price shall be made upon full delivery by the Service Provider and acceptance by PPA of the 150 copies of

the PPA Annual Report CY 2021 and its corresponding envelope, and submission by the Service Provider of its billing invoice.

- b. No payment shall be made except upon a certification by PPA's authorized representative that the 150 copies of the PPA Annual Report CY 2021 have been delivered as scheduled.



**ANGELINA A. LLOSE**  
Manager, Corporate Planning Department  
End-User