



## REQUEST FOR QUOTATION

### PROJECT: LAYOUT SERVICES FOR THE DESIGN OF THE 2023 3<sup>RD</sup> QUARTER ISSUE OF THE PHILIPPINE TOBACCO NEWS

Purchase Request No.: 2403 - 118

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱ 15,000.00, being the Agency Estimate, to payments under the contract for the “**Layout Services for the Design of the 2023 3<sup>rd</sup> Quarter Issue of the Philippine Tobacco News**”. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the “**Layout Services for the Design of the 2023 3<sup>rd</sup> Quarter Issue of the Philippine Tobacco News**”. Delivery of services is required within a month upon receipt of the Job Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit**<sup>1</sup> and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement**<sup>2</sup> (GPPB-prescribed forms), **Income/ Business Tax Return**<sup>3</sup> (for ABC's above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before June 6, 2024, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

**ZENAIDA T. ARROJO**

National Tobacco Administration  
11<sup>TH</sup> Floor, The Upper Class Tower, Quezon Avenue corner  
Scout Reyes St., Quezon City  
Tel No. 372 3188;  
Website Address: [nta.da.gov.ph](http://nta.da.gov.ph)

  
**ZENAIDA T. ARROJO**  
Chairperson, NTA-BAC

<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

<sup>3</sup> Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.  Republic of the Philippines Department of Agriculture <b>NATIONAL TOBACCO ADMINISTRATION</b> Scout Reyes St. cor Panay Ave., QC	Quotation Form	No. Date: _____
	QUOTED BY:  Signature over Printed Name	
Name of Company	Position/Designation Date: _____	

Please quote us your net government price, taxes included, on each of the following:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (PhP)	Complied	
					(Y or N)	BID PRICE
		<b>Layout Services for the design of the 2023 3rd Quarter Issue (1,000 copies) of the Philippine Tobacco News</b>  <b>Specifications:</b> 1. 28 page publications 2. Indesign Application 3. Artistically generated photos and graphics 4. Retouched photos 5. Service provider should have at least 30 years experience of graphic and layout designing 6. Must have rendered similar service to government or private entities with proof of output  *15,000.00 VAT inclusive **nothing follows**		15,000.00		

Period of Delivery: Delivery of services is required within a month upon receipt of the Job Order

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,

  
**ZENAIDA T. ARROJO**  
 Chairperson, NTA-Bids and Awards Committee (NTA-BAC)