

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR25-05-071**

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT OF A SUPPLIER FOR THE NATIONAL DEVELOPMENT COMPANY'S 2024 ANNUAL REPORT**:

### I. OBJECTIVES

- Deliver a comprehensive and accurate annual report that communicates NDC's financial performance and strategic achievements;
- Ensure the report adheres to all regulatory requirements and industry best practices in corporate reporting in the GOCC/public sector;
- Create a visually engaging and easy-to-navigate document that enhances stakeholder understanding and engagement;
- Present data in a clear, transparent, and honest manner to support informed decision-making by investors, regulators, and other key stakeholders;
- Reinforce the company's commitment to accountability and excellence through detailed and well-organized content; and
- Enhance the company's reputation and credibility with a professionally designed and meticulously prepared Annual Report.

### II. SCOPE

- Compile and present financial statements as to be advised by the FSG (ie Finance and Subsidiaries Group) and/or other workgroups within NDC, possibly including but not limited to the balance sheet, income statement, cash flow statement, and changes in equity;
- Governing the preparation of the annual report as a guide are the following Memorandum Circulars (MC) issued by the Governance Commission for GOCCs (GCG): 1.GCG MC No. 2015-07; 2. GCG MC No. 2015-07 (Re-issued); 3. GCG MC No; 2015-07 (3<sup>rd</sup> Issue); and any other GCG issuances or other regulatory requirements, pertaining to the preparation of the annual report, not mentioned in this TOR.
- Develop narrative sections including the Management Team's message and along with the NDC's Board of Directors and management discussion and analysis, and other reports as may be required (actual content/page to be determined once work is commissioned—**content to be limited to 32 written pages on printed pages** excluding the cover pages);
- Ensure all content is accurate, verifiable, and compliant with regulatory requirements; and
- Develop content tailed to the needs of different stakeholder groups, including investors, regulators, and employees.

### III. DELIVERABLES

The supplier will accomplish the following specific deliverables:

- Drafting and Finalization of the Report; including conduct thorough proofreading and fact-checking processes;
- Incorporate feedback from internal stakeholders;
- Make necessary revisions to improve the report's clarity, accuracy, and impact;
- The final output will consist of:
  - A digital version of the 2024 Annual Report
  - A printed version of the 2024 Annual Report, limited to 32 pages.

### IV. EXPERTISE AND QUALIFICATIONS OF THE PROJECT TEAM:

The engagement team shall comprise of highly qualified professionals with a wealth of experience and expertise in producing Annual Reports and other business publications and will have the editorial expertise in drafting and completing NDC's Annual Report.

### V. PROGRAM OUTLINE:

PHASES	TASKS	DURATION	COST
<b>Phase 1:</b> Research and Ideation	The supplier will conduct research and provide NDC its suggested theme along with lineup of content for NDC's approval.	1 Week	<b>30% of final ABC (ie Php 285,000.00 VAT-inclusive); subject to submission of Draft and Photo-shoot output</b>
<b>Phase 2:</b> Interviews and Copywriting	The supplier will conduct one or two online interviews with the head/s of NDC or their representatives, after which the articles will be written and edited accordingly by the supplier.	1 Week	
<b>Phase 3:</b> Photoshoot and Editing	The supplier will conduct photoshoots for 15-20 layouts within 2 consecutive days in Metro Manila. After this, the raw photos will undergo the basic photo editing process.	1 Week	
<b>Phase 4:</b> Evaluation of Content, Editing, and Designing Final Layout	The supplier will submit to NDC the initial draft of copy for review and comments. After this, the supplier will apply NDC's comments accordingly. NDC will be given 2 sets/rounds of edits before the copy is finalized.	1 Week	
	The supplier will design and layout the annual report once the copy is finalized.	1 Week	<b>70% of final ABC (ie Php 665,000.00 VAT-inclusive); subject to printing and</b>
	The supplier will submit to NDC the initial layout for review and comments. After this, the supplier will apply NDC's comments accordingly. NDC will be given a maximum of 2	2 Weeks	

	sets/rounds of comments on the layout. NDC will then approve <u>the final output/deliverables</u> after a maximum of 2 sets/rounds of comments and editing changes are done by the supplier and approval will be coursed through the NDC mancom (approval taking place either via signature or in a meeting by AGM's/DM's concerned)		<b>delivery of copies of final NDC 2024 Annual Report</b>
<b>Phase 5:</b> Pre-press	The supplier will deliver the loose proof to NDC for final checking. Once approved and signed, the supplier will pick up the proof at NDC and proceed with pre-press and printing for the printed copies. Digital version of the Report will be delivered during Phase 5; which will allow posting of the digital version on NDC's various communication platforms (ex. NDC website, Facebook, LinkedIn pages).	1 Week	
<b>Phase 6:</b> Printing	The supplier will supervise the printing and delivery of copies of the NDC 2024 Annual Report.	1 Week	
<b>TOTAL:</b>		<b>9 Weeks</b>	

*\* The specific duration of the project may be subject to potential alterations or adjustments based on project progress and specific requirements.*

## **VI. DELIVERY**

All reports and materials to be delivered by the supplier of the Annual Report under this Project shall be submitted in either hard copy or in electronic form. Progress Reports will be submitted in electronic form. All documentary requirements will be submitted in both hard copy and electronic form.

## **VII. PRE-TERMINATION CLAUSE**

In the event of a contract termination before completion, a fee equivalent to the work done up to that point will be charged.

## **VIII. CONFIDENTIALITY AND OWNERSHIP**

All findings, data, and reports generated will remain confidential and will be the sole property of the client.

## **IX. ELIGIBILITY CRITERIA AND REQUIREMENTS FOR THE SUPPLIER**

The service provider must meet the following minimum qualifications:

- A company involved in custom publishing, advertising, editorial content and copywriting, graphic design, and printing functions;
- Must be PhilGEPS-registered;
- With excellent capability for an end-to-end production and delivery of NDC's 2024 Annual Report;

- The company/team must have an expertise in the field of editorial content and copywriting, design and layout, final art, photography, pre-press, and printing of corporate books;
- The company/team must comprise of talents with at least ten (10) years of experience individually in their respective fields of editorial content and copywriting, design and layout, final art, photography, pre-press, and printing functions;
- The Project Lead must have at least ten (10) years of experience in communications and custom publishing;
- The team will be responsible for the following tasks:
  - Conceptualization
  - Research
  - Interviews
  - Copywriting
  - Editing
  - 2 days photoshoot, 15-20 lay-outs, within Metro Manila
  - Provision of stock images
  - Design and Layout
  - Final Art
  - Two (2) sets of copy edits
  - Two (2) sets of layout edits
  - Submission of a digital version of the annual report
  - Pre-press and Printing
  - Delivery of the printed copies

The mechanical specifications of the annual report will be:

- Stocks: C2S160 (cover); C2S100 (inside)
- Size: 17x11 inches (spread); 8.5x11 inches (folded)
- Color: Full/Full
- No. of Pages: 32 + Cover
- Binding: Perfect
- No. of Copies: 200

## **X. TERMS OF PAYMENTS**

The supplier for the Annual Report for NDC will run for a total of six (6) phases, for a **total contract price (TCP) of Php 950,000.00 inclusive of taxes and all out-of-pocket expenses.**

<b>Approved Budget</b>	:	₱950,00.00 (inclusive of taxes and all out-of-pocket expenses)
<b>Submission of Quotation and Eligibility Requirements</b>	:	June 19, 2025
<b>Mode of Procurement</b>	:	Small Value Procurement

**Eligibility Requirements :**

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. 2024 Income Tax Return or Latest Business Tax Return (certified true copy)

**Note:** In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 840-4862  
Attention: BAC Secretariat

Reference Number: **MR25-05-071**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – Nine (9) weeks

**(SIGNED)**

**AGM LEOPOLDO JOHN F. ACOT**

Chairperson, Bids and Awards Committee

