

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF SERVICES**  
**FOR PRINTING OF OFFICE OF THE OMBUDSMAN'S**  
**PUBLIC ACCOUNTABILITY SUMMIT PUBLICATION**  
**RFQ NO. N\_009\_2022-PHL**

Date: November 11, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **PRINTING OF OFFICE OF THE OMBUDSMAN'S PUBLIC ACCOUNTABILITY SUMMIT PUBLICATION** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B



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Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_009\_2022-PHL** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:  
On or before Date: **November 18, 2022**  
**Time: 15:00 PM Rome Local Time**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
IDLO Philippines



**Annex A**  
**Instructions to Bidders**

a. Description of requested SERVICES	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: November 18, 2022</b> <b>Time: 15:00 PM Rome Local Time</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment after the delivery of services and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through this e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <del>[provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</del>
i. Place of Delivery	<b>Makati, Philippines</b>
j. Delivery Terms	<b>Goods to be delivered by January 30, 2023</b>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>X-Supplier</b> <input type="checkbox"/> N/A
l. Currency of Quotation	PHP

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Copies of 2 similar previous experiences (PO/Contract) in supply and delivery of similar goods/services in the last 2 to 3 years. <input checked="" type="checkbox"/> Others <del>[pls. specify as many as required]</del>
n. Special Packing Requirement or Temperature Control	N/A <input checked="" type="checkbox"/> <b>Yes</b> , Goods must be packed properly to avoid any damages defect during the delivery of printings to the final destination.
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> <del>Warranty on Parts and Labor for minimum period of <a href="#">Click to type</a></del> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Delivery Date</li> <li>4. Lowest Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<b>Yes - For late delivery of Goods, IDLO shall be entitled to claim</b>

	<p>liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Services:**

***PUBLIC ACCOUNTABILITY SUMMIT PUBLICATION***

<b>Lot1</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<b>Full Colored Printing and Binding</b>	<ul style="list-style-type: none"><li>• Full color print</li><li>• Stitch binding</li><li>• Paper front and back cover, matte coated, full color, 300gsm (see Annex E for sample pages)</li><li>• Inner book paper quality, 300 pp</li><li>• Inner Paper size: A4</li><li>• Inner Paper weight and quality: Best quality 80gm.</li><li>• Pages: 75 – 100</li><li>• Requirement: Vendor is required to submit a sample for review within 2 Day/s from the date of issuance of PO/Contract for IDLO focal point's review, comments and approval.</li></ul>	Per Copy	<b>500</b>

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**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ\_NO. N\_009\_2022-PHL**.

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Services Compliant with Technical Specifications and Requirements**

**OFFICE OF THE OMBUDSMAN'S**

**PUBLIC ACCOUNTABILITY SUMMIT PUBLICATION**

Lot1	Item Name	Specifications	Unit of measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in PHP	Total amount in PHP
Lot 1	Full Colored Printing and Binding	<ul style="list-style-type: none"> <li>• Full color print</li> <li>• Stitch binding</li> <li>• Paper front and back cover, matte coated, full color, 300gsm (see Annex E for sample pages)</li> <li>• Inner book paper quality, 300 pp</li> <li>• Inner Paper size: A4</li> <li>• Inner Paper weight and quality: Best quality 80gm.</li> <li>• Pages: 75 - 100</li> <li>• Requirement: Vendor is required to submit a sample for review within 2 Day/s from the date of issuance of PO/Contract for IDLO focal point's review, comments and approval.</li> </ul>	Per Copy	500	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply  Alternative specification offered (Please attach)		



Lot	Item Name	Specifications	Unit of Measure	Qty.	Compliance with Technical Specifications in Annex B	Unit rate in PHP	Total amount in PHP
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (___%) (if applicable)</b>							
<b>Grand Total</b>							

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**ANNEX D**

**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF SERVICES**

**AND**

**IDLO SUPPLIER CODE OF CONDUCT**

**ANNEX 1**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Services and adherence to the Supplier Code of Conduct.

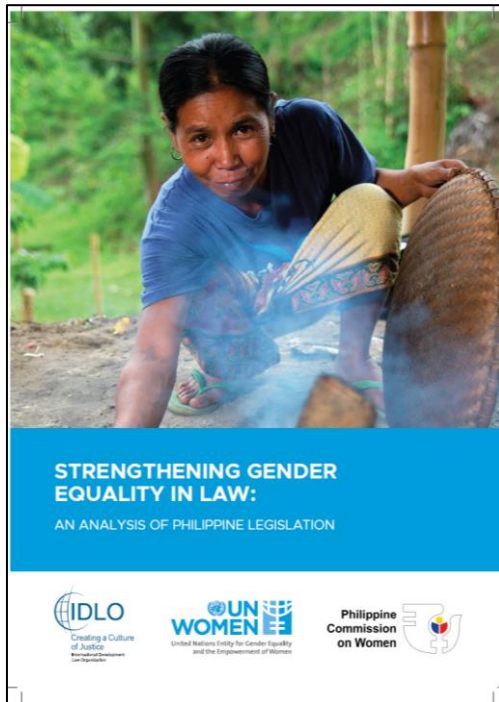
The documents are available on IDLO Procurement Website:

[Microsoft Word - General Terms and Conditions for Services May 2020 \(idlo.int\)](#)

[idlo-supplier-code-of-conduct.pdf](#)

## ANNEX E

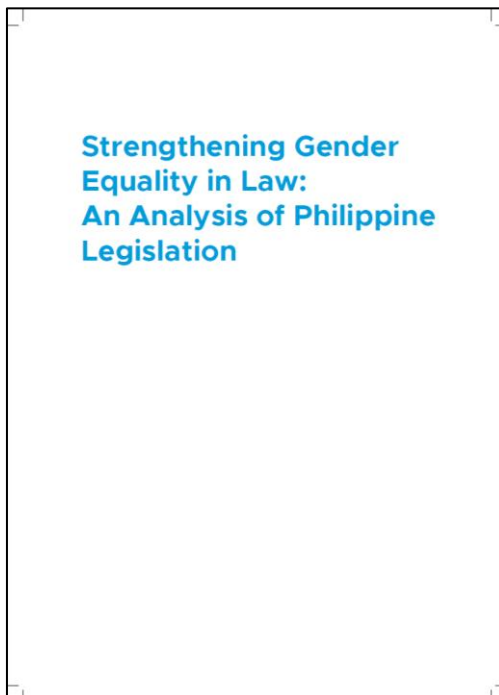
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### APPENDIX 2: COMPARATIVE TABLE OF WOMEN'S PRIORITY LEGISLATIVE AGENDA

This table shows a comparison of priority laws on women that need to be adopted, updated, revised or amended as indicated in the Magna Carta of Women, as recommended by the CEDAW Committee in the Philippines' Combined 7<sup>th</sup> and 8<sup>th</sup> Report, and as per the priorities set forth by the Philippine Commission on Women in consultation with women's groups and government representatives. These laws were used as the springboard for this report.

This comparison also shows that since the passage of the Magna Carta of Women in 2009, these laws containing discriminatory provisions remain in effect. The majority of the discriminatory provisions in the law are in the realm of marriage and family.

As of writing, the Philippine Congress has yet to identify its priority legislative agenda for the 18<sup>th</sup> Congress. The proposed and outlined common legislative agenda is for the 18<sup>th</sup> to the 17<sup>th</sup> Congress. It can be found here: <https://shorturl.at/9W99>

As indicated in the Magna Carta of Women (2009)	As indicated in the 7 <sup>th</sup> and 8 <sup>th</sup> CEDAW Concluding Comments (2016)	Philippine Commission on Women (2017 to 2022)
		Enact a law prohibiting discrimination based on sexual orientation, gender identity and expression. The law should penalize discriminatory acts related to hiring and dismissal of workers, establish a monitoring mechanism to monitor incidents of discrimination and abuse based on sexual orientation, gender identity and expression, create relief mechanisms, mandate the review and repeal discriminatory provisions in laws, mandate the crafting of non-discriminatory workplace policies, and integrate awareness-raising on the rights of persons with diverse sexual orientation, gender identity and expression.

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Sample Appendix

**Courts adjudicating rape prosecutions should not use gender stereotypes**

In decisions on rape cases, the courts have often used gender stereotypes of a woman as innocent, pure and protective of her reputation and morals. In *People v. Amy G. Anasola and Janard C. Baco*,<sup>71</sup> the Supreme Court overturned the outdated "Maria Clara" stereotype, wherein a demure and reserved Filipino woman will not report the rape committed against her unless it is true. According to the Supreme Court, this not only puts the accused at an unfair disadvantage but also perpetuates a gender bias. It fails to recognize a woman's dynamic role as a confident and intelligent person willing to fight for her rights. Guided by this view, the Supreme Court found the rape victim's testimony to be laden with holes and inconsistencies, untenable when examined with the other evidence and weighed against the accused's defenses. The Supreme Court decreed that "[f]or when certain parts would seem unbelievable, especially when it concerns one of the elements of the crime, the victim's testimony as a whole does not pass the test of credibility".

This view was reiterated in *Pedro Perez vs. People of the Philippines*,<sup>72</sup> wherein the Supreme Court held:

*"This Court in Anasola, however, did not go as far as denying the existence of patriarchal dominance in many social relationships. Courts must continue to be sensitive to the power relations that come clothed in gender roles. In many instances, it does take courage for girls or women to come forward and testify against the boys or men in their lives who, perhaps due to cultural rules, dominate them. Courts must continue to acknowledge that the distasteful and heinous acts of men are often veiled in either the power of coercive threat or the inconvenience inherent in patriarchy as a culture."*

These are worth noting; it is hoped that the Supreme Court continues to bring to light principles on gender equality and non-discrimination.

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