

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-09-557
End-user: SECTORS
Name of Project:

RFQ No.: 2022-09-744
Date: SEP 23 2022
ABC P66,900.00

**PRODUCTION OF T-SHIRT AND TOTE BAG FOR THE NATIONAL CHILDREN'S
MONTH CELEBRATION AND 18-DAY CAMPAIGN TO END VAW**

Sir/Madam:

Mode of Procurement: **SMALL VALUE PROCUREMENT**

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **SEP 27 2022 12:00NN.**

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - d. **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for Emergency Cases and **P50,000.00** above for **Small Value Procurement** .
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **bacsec.car@dswd.gov.ph**.

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PRODUCTION OF T-SHIRT AND TOTE BAG FOR THE NATIONAL CHILDREN'S MONTH CELEBRATION AND 18-DAY CAMPAIGN TO END VAW				
	T-Shirt Material: Polyester-Cotton Blend V-neck(for adult); Rounge neck (for kids) Quantity per size: Kid size: small-40 pieces medium-40 pieces large-40 pieces Adult size: small-40 pieces medium-50 pieces large-12 pieces (Please see attached design for reference)	222	piece		
	Tote Bag Material: Canvass Silkscreen Print size must be visually clear and readable Size: H=16",W=13.4" Quantity per color: White: 62 pieces Black: 63 pieces (Please see attached design for reference)	125	piece		
TOTAL					
OTHER REQUIREMENTS		COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS	
		Can Comply	Cannot Comply		
Delivery of Goods is within 10 working days after receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City.If the last day of delivery falls on Saturday/Sunday/holiday, the delivery of goods can be moved to the next working day.		[]	[]		
Service Provider must have an Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		[]	[]		
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					

• Award shall be made per: x Lot basis Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name:

Name of Firm/Dealer/Contractor:

(This will be the name of the CHEQUE to be issued)

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Convasser

/UB/cj



IEC DESIGN APPROVAL FORM

IEC Material Number 2022SMV-IEC-153 Date and time received: _____

Type of IEC Material: T-Shirt

Specification of IEC Materials: For advocacy materials



Prepared by:

Klarisa A. Natavio
KLARISA A. NATAVIO
SWO II, Sectors

Recommended for Approval:

Nerizza Faye G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II/Regional Information Officer

Approved:

DIR. LEO L. QUINTILLA
Director IV, Regional Director

For the Regional Director:
Enrique H. Gascon Jr.
ENRIQUE H. GASCON Jr.
ASD for Administration





IEC Material Number: 2022-SMU-IEC-153

Type of IEC Material: T-Shirt

Specification of IEC Material:

Material: Polyester- Cotton Blend

Design: V-neck (for adult); Round neck (for kids)

Quantity per size:

KID SIZES		ADULT SIZES	
Small	40	Small	40
Medium	40	Medium	50
Large	40	Large	12
Total	120	Total	102
Grand Total	222		



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-154 Date and time received: _____

Type of IEC Material: Canvass Tote Bag

Specification of IEC Materials: For advocacy materials

1. WHITE (62 pcs.)



2. BLACK (63 pcs.)



Texture Type: Canvass

Printing Method: Silkscreen

Print Design: Print size must be visually clear and readable

Size: H= 16"

W= 13.4"

Prepared by:


KLARISA A. NATAVIO
SWO II, Sectors

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA TRINIDAD
Regional Information Officer

Approved:

DIR. LEO L. QUINTILLA
Director IV, Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-154 Date and time received: _____

Type of IEC Material: Canvass Tote Bag

Specification of IEC Materials: For advocacy materials

**Note that the Central Office will be providing the official design for the advocacy material. In addition, production will be made sometime in November in observance of the 18-Day Campaign to End VAWC*

Prepared by:

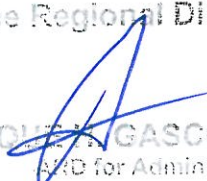

KLARISA A. NATAVIO
SWO II, Sectors

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II/Regional Information Officer

Approved:

DIR. LEO L. QUINTILLA
Director IV, Regional Director

For the Regional Director:

ENRIQUE GASCON Jr.
AID for Administration