

REQUEST FOR QUOTATION (RFQ)

RF/PP No.: 2022-09-570
Ind-user: SMU
Name of Project:

RFQ No.: 2022-09-746
Date: **SEP 30 2022**
ABC ₱60,000.00

PRINTING OF TCT IEC MATERIALS

Mode of Procurement: **SMALL VALUE PROCUREMENT**

Sir/Madam:

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 **OCT 05 2022 12:00NN**.

ENRIQUE HV 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**.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PRINTING OF TOTIEC MATERIALS a. Notepad (8.5 inches x 6 inches, colored, with print in board, 400 pieces) b. Flyers (A4, full color, back to back, glossy, 1000 pieces) (Please see attached design for reference)	1	lot		
TOTAL					
OTHER REQUIREMENTS					
	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.		<input type="checkbox"/>	<input type="checkbox"/>	
	Service Provider must have an Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		<input type="checkbox"/>	<input type="checkbox"/>	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					
• Award shall be made per:		<input checked="" type="checkbox"/> 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 CHECKUE to be issued)

Name and Signature of Canvasser _____
 Address: _____
 Email Address: _____
 Contact Number/s: _____
 PhilGEPS Registration Number: _____



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-156 **Date and time received:** 21 September 2022

Type of IEC Material: TCT NOTEPAD AND BROCHURE

Specification of IEC Materials: See proposal for specifications

Comments: Dear RD, for your approval and comments. Brochure is design from CO.

DAILY PLANNER

Dates : _____

S M T W T F S

GOALS TODAY




TO DO LIST

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MEETING

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NOTES

Manager at Magsaysay Saranggani

What is the Targeted Cash Transfer Program?
 Joint Memorandum Circular No. 1, s.2022 mandates the DSWD together with the DBM, NEDA, and DOP to implement the Targeted Cash Transfer monthly cash grant for six (6) months to the bottom 50% of Filipino households to alleviate the impact of rising fuel prices.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Executive Administrative Region

CERTIFIED TRUE COPY OF THE ORIGINAL

By _____
Date _____

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DSWD Field Office Cordillera Administrative Region, 40 North Drive, Baguio City, Philippines 2600
 Website: www.carr.dswd.gov.ph | Tel Nos.: (074) 661 0430 | (02) 396 6880 | (0917) 871 9893 | (0917) 872 0256 | (0919) 065 5365 to 68



Targeted Cash Transfer (TCT) Program

SINU-SINO ANG MGA BENEPIYARYO NG TCT?

Ang mga benepisaryo ang sumangay mababawagang ng TCT

- Masasagip (SI) na sumangay mababawagang na benepisaryo ng Pambansang Pagsasagip Program (NAP)
- Traslasyon (TI) na sumangay mababawagang na benepisaryo ng 50% ng mga sumangay mababawagang ng Pambansang Pagsasagip Program (NAP)
- Mga benepisaryo ng Bantay Pamilya (BP) na sumangay mababawagang ng Pambansang Pagsasagip Program (NAP)
- Mga 2 to 3 na sumangay mababawagang na sumangay mababawagang ng Pambansang Pagsasagip Program (NAP)



Targeted Cash Transfer (TCT) Program

ANO ANG TARGETED CASH TRANSFER O TCT?

Ang Targeted Cash Transfer (TCT) Program ay ang pagsasagip ng sumangay mababawagang 5000.00 kada buwan sa buhaton 50% na sumangay mababawagang na Bantay Pamilya. Ito ay pinatutugon ng DSWD sa lahat ng arin na buwan ng mga sumangay mababawagang ng pagkain ng pagkain ng pagkain, at hindi sa mababawagang ng buhaton.

For the Regional Director:

ENRIQUE T. CASCON JR.
AND for Administration

Prepared:

NERIZZA FAYE Q. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

LEO L. QUINTILLA
Regional Director

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
CERTIFIED TRUE COPY
 OF THE **DSWD PSY Field Office** Cordillera Administrative Region, 40 North Drive, Baguio City, Philippines 2600
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