

**REQUEST FOR QUOTATION (RFQ)**

PR/PP 2022-09-029 (2023 NEP)/2022-09-028 (2023 NEP)/2022-09-026  
No.: (2023 NEP)/2022-09-027(2023 NEP)

RFQ No.: 2023-01-015

End-user: HRWS

Date: JAN 13 2023

Name of Project:

ABC: ₱140,000.00

**PRINTING AND PRODUCTION OF EIC MATERIALS OF HRWS FY  
2023**

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](mailto:bacsec.car@dswd.gov.ph) on or before **JAN 18 2023 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**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **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**.

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>PRINTING AND PRODUCTION OF EIC MATERIALS OF HRWS FY 2023</b>				
	Spoon, fork and chopstick set with heat-pressed DSWD Logo Wood handle Container- any neutral color <i>Please see attached design for reference</i>	9	set		
	<b>Automatic Umbrella with printed DSWD Logo</b> Automatic press Navy Blue Printed with DSWD logo (White) <i>Please see attached design for reference</i>	9	piece		
	<b>Baseball-type cap with embroidered DSWD Logo</b> Plain Bright Red Medium to Large with adjustable Velcro strap Embroidered with DSWD Logo (White) <i>Please see attached design for reference</i>	9	piece		
	<b>Transparent mug with Printed DSWD Logo</b> Double Walled transparent glass mug with bamboo lid cover Standard Size: 240-350 ml capacity Coffee type mug with handle Made of high temperature resistant glass With bamboo lid cover heat pressed with DSWD logo <i>Please see attached sample for reference</i>	9	piece		
	<b>Printing of PRAISE Posters</b> A3 Size Sintra Board photo quality matte texture <i>Please see attached sample for reference</i>	40	piece		
	<b>Acrylic Glass Plaque with stand for the 2023 Regional PRAISE Awardees (Regular and COS category; with 2nd and 3rd Placers)</b> Material: Glass with glass stand Height: 12 inches Length: 8 inches Width: 5 inches <i>Please see attached sample for reference</i>	50	piece		
	<b>Customized Neck Lei for 2023 PRAISE Awardees</b> In Cordilleran accent Main Color- Blue (Shade of DSWD Logo blue) Secondary Colors- Red and Black With DSWD CAR Insignia Length (from tip to tip)-15 inches Width of Cloth-2 inches Width of "Center Circle" with logo-5 inches <i>Please see attached Design for reference</i>	70	piece		

**TOTAL PRICE**

	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>
		Can Comply	Cannot Comply	
	Delivery period of goods/services will be coordinated by the End-User Delivery Place: DSWD-CAR, 40 North Drive, Baguio City	[ ]	[ ]	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• Award shall be made per:                      Item Basis                      x Lot Basis

*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:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser

**Email Address:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPs Registration Number:** \_\_\_\_\_

YUB/hevz





**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2022-SMM-IEC Date and time received: 21 Sept. 2022  
157

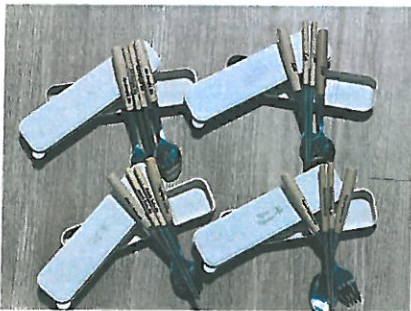
Type of IEC Material: **For tokens of staff awarded with Client Satisfaction Award 2023**

1. Spoon, Fork and Chopstick Set (1<sup>st</sup> quarter 2023)
2. Navy Blue Umbrella (2<sup>nd</sup> quarter 2023)
3. Red Baseball Cap (3<sup>rd</sup> quarter 2023)
4. Double walled transparent mug with bamboo lid cover (4<sup>th</sup> quarter 2023)

**Specification of IEC Materials:**

1. Spoon, Fork and Chopstick Set
  - a. Wooden Handle, Heat pressed with DSWD logo
  - b. Container – any neutral color
2. Navy Blue Umbrella
  - a. Automatic press
  - b. Navy Blue
  - c. Printed with DSWD logo (white)
3. Red Baseball Cap
  - a. Plain Bright Red
  - b. Medium to Large with adjustable Velcro strap
4. Double walled transparent mug with bamboo lid cover
  - a. Standard size (240 – 350 ml capacity)
  - b. Transparent glass, double walled
  - c. Coffee type mug with handle
  - d. Made of high temperature resistant glass
  - e. With bamboo lid cover heat pressed with DSWD logo

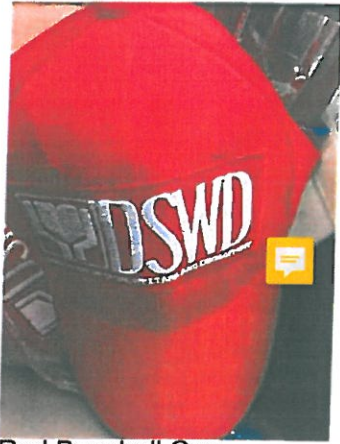
**Proposed design of IEC material**



Spoon, Fork and Chopstick Set  
\*DSWD Logo on the handles



Navy Blue Umbrella  
\*Printed DSWD Logo as shown above



Red Baseball Cap

\*Embroidered DSWD Logo




Double walled transparent mug with bamboo lid cover

\*Heat-pressed DSWD Logo in the bamboo lid cover

**Comments:** Dear RD, for your approval and comments

Prepared by:

  
**ULYSSES G. DALOG**  
AO – II, HRWS

Recommending for Approval:

  
**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Regional Information Officer

Approved by:

  
Quintilla Leo  
Lumampad  
**LEO L. QUINTILLA**  
Regional Director

## Printing of Posters for 2023 PRAISE Awardees

- Sintra Board, A3 Size
- photo quality
- matte texture



***For reference:  
Sample of the Poster taken from the Gallery Hall of 2022 PRAISE Awardees***

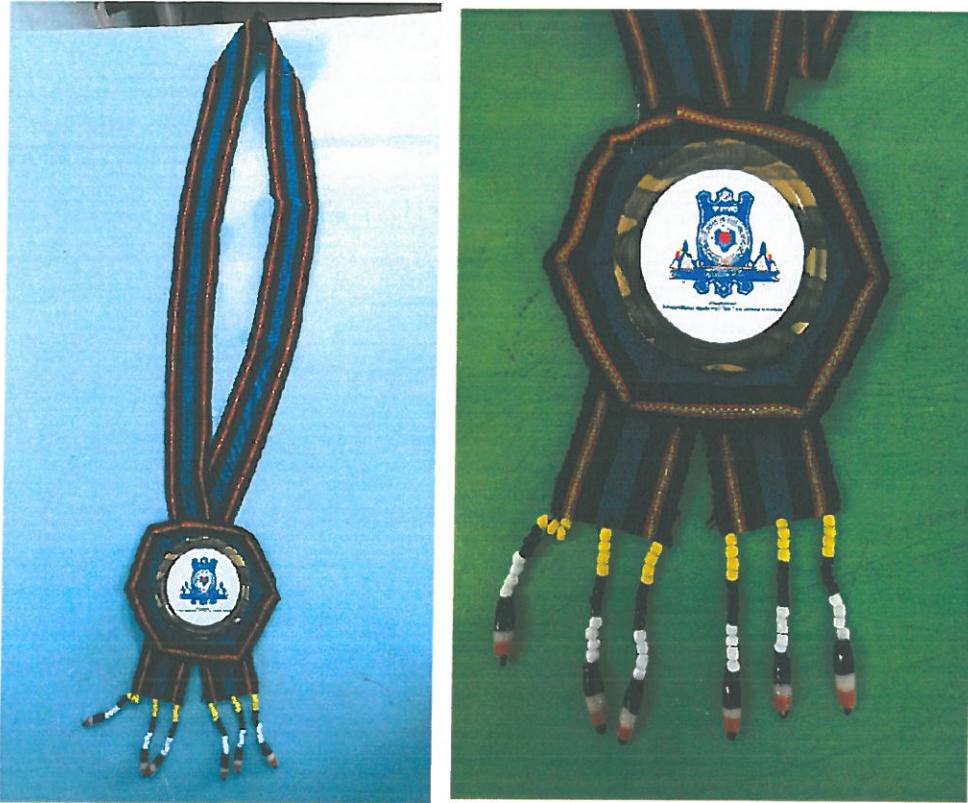
SPECIFICATIONS:

Materials: Glass with  
glass stand  
Colors: 4/4

Height: 12 inches  
Length: 8 inches  
Width: 5 inches



**DESIGN AND SPECIFICATIONS**  
**CUSTOMIZED NECK LEI**



- In Cordilleran accent
- Main color – Blue (shade of DSWD logo blue)
- Secondary color – red and black
- With DSWD CAR Insignia
- Length (from tip to tip) – 15 inches
- Width of cloth – 2 inches
- Width of “center circle” with the logo – 5 inches