

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-01-044

End-user: PPD-TARA UNIT

Name of Project:

**CREATION OF ACRYLIC PLAQUE WITH 4 PCS 12MM DIAMETER
STAINLESS STEEL STAND OFFS SIGN HOLDER**

RFQ No.: 2023-01-072

Date: JAN 30 2023

ABC: ₱60,000.00

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 FEB 03 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 shall 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	BRAND OFFERED	UNIT PRICE	TOTAL
1	CREATION OF ACRYLIC PLAQUE WITH 4 PCS 12MM DIAMETER STAINLESS STEEL STAND OFFS SIGN HOLDER					
	CREATION OF ACRYLIC PLAQUE (11.69" x 16.53") with 4 pcs 12mm diameter stainless steel stand offs sign holder ** Used 6mm thick clear acrylic sheet will be provided by the end-user Kindly see attached photo for reference	8	pcs			
TOTAL PRICE						
OTHER REQUIREMENTS		COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
Delivery of Goods is within 10 calendar 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 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: 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 Convasser

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____



Let it be known to all that the

Municipal Social Welfare and Development Office

of

LGU TINGLAYAN

is hereby conferred with the

LEVEL 3

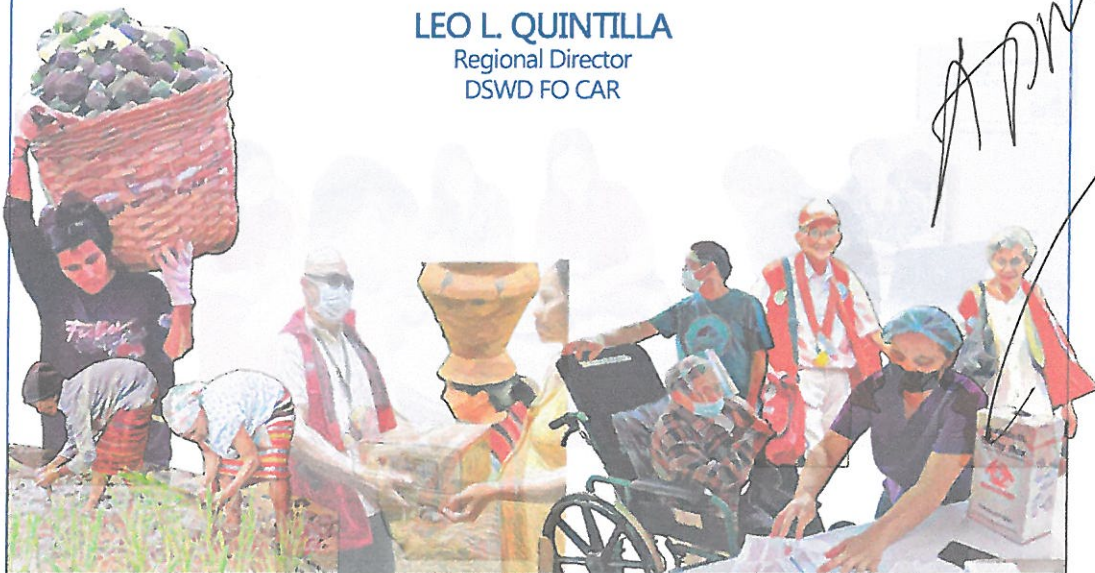
Service Delivery Capacity Assessment (SDCA)

in recognition of their exemplary efforts that exceeds the minimal expected level of service delivery and demonstrate remarkable innovations and initiatives in the identified work areas of Social Services garnering the score of ___ during the SDCA 2022 last 01 October 2022.

Given this ____ day of _____ 2023 at the DSWD Field Office CAR, Baguio City.

LEO L. QUINTILLA

Regional Director
DSWD FO CAR



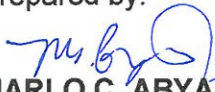
Maagap at Mapagkalingang Serbisyo!

**IEC DESIGN APPROVAL FORM**IEC Material Number: 2023-SMU-IEC-009 Date and time received: _____Type of IEC Material: PlaqueSpecification of IEC Material: Acrylic Glass, A3 (11.69 x 16.53) with metal wall mount

Please see attached design in full page

Comments: For RD's approval. Thank you.

Prepared by:

**MARLO C. ABYADO JR.**

Information Officer II

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information OfficerApproved: **LEO L. QUINTILLA**
Regional Director