

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2022-09-012(2023 NEP)

RFQ No.: 2023-03-331

End-user: CBS

Date: MAR 30 2023

Name of Project:

ABC: ₱151,815.00

PRODUCTION OF TRAINING MATERIALS AND TOKENS FOR CBS IDCBA FOR CY 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 on or before APR 04 2023 12:00NN

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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 latter 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	PRODUCTION OF TRAINING MATERIALS AND TOKENS FOR CBS IDCBA FOR CY 2023					
	1. LDI on Facilitating Change and Innovation for LSWDOs					
	CUSTOMIZED NOTEBOOK 116 pages plus 1 front cover and 1 back cover (Width:148mm, Length:210mm) Saddle stitch perfect bound Please see attached design for reference	83	piece			
	2. LDI on Facilitating Change and Innovation for LSWDOs					
	CUSTOMIZED DOCUMENT HOLDER KATCHA BAG Length:12 inches, Height:14 inches, Width:5 inches with zipper Please see attached design for reference	83	piece			
	CUSTOMIZED NOTEPAD Width:5 inches, Length:7.5 inches Please see attached design for reference	83	piece			
	3. 1st Semester Social Welfare and Development Forum					
	CUSTOMIZED TUMBLER 500ml Please see attached design for reference	15	piece			
	CUSTOMIZED FLASH DRIVE 64 gb Please see attached design for reference	15	piece			
	CUSTOMIZED NOTEPAD Width:5 inches, Length:7.5 inches Please see attached design for reference	20	piece			
	CUSTOMIZED MOUSEPAD Width:5 inches, Length:7.5 inches Please see attached design for reference	32	piece			
	4. 2nd Semester Social Welfare and Development Forum					
	CUSTOMIZED TUMBLER 500ml Please see attached design for reference	15	piece			
	CUSTOMIZED FLASH DRIVE 64 gb Please see attached design for reference	15	piece			
	CUSTOMIZED NOTEPAD Width:5 inches, Length:7.5 inches Please see attached design for reference	25	piece			
	CUSTOMIZED MOUSEPAD Width:5 inches, Length:7.5 inches Please see attached design for reference	30	piece			
	5.Social Welfare and Development (SWD) Talks					
	CUSTOMIZED TOKEN set of tokens for resource speakers includes: -Customized Cellphone Holder -Customized Ballpen -Customized Gadget Bag -Customized Electric Fan -Customized Mug -Customized Notebook Please see attached design for reference	24	set			

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	6.Social Welfare and Development Learning Network Quarterly Learning Conversation					
	CUSTOMIZED TOKEN set of tokens for resource speakers includes: -Customized Cellphone Holder -Customized Ballpen -Customized Gadget Bag -Customized Electric Fan -Customized Mug -Customized Notebook Please see attached design for reference	4	set			
	7.Core Group of Specialists Quarterly Learning Conversation					
	CUSTOMIZED TOKEN set of tokens for resource speakers includes: -Customized Cellphone Holder -Customized Ballpen -Customized Gadget Bag -Customized Electric Fan -Customized Mug -Customized Notebook Please see attached design for reference	4	set			
	8.Knowledge Management Team Quarterly Learning Conversation					
	CUSTOMIZED TOKEN set of tokens for resource speakers includes: -Customized Cellphone Holder -Customized Ballpen -Customized Gadget Bag -Customized Electric Fan -Customized Mug -Customized Notebook Please see attached design for reference	4	set			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
	<i>Delivery of Goods is within 15 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.</i>	[]	[]			
	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: _____



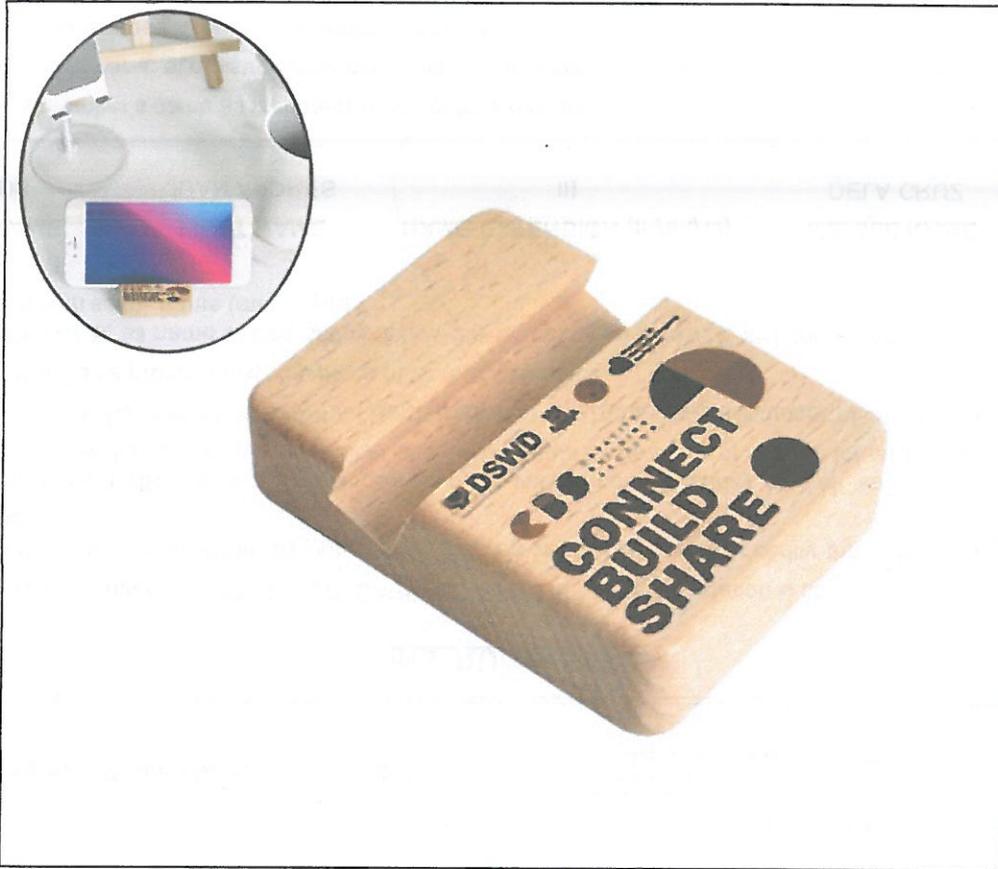


IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: _____

Type of IEC Material: CBS ADVOCACY PHONE HOLDER (TOKEN FOR RP)

Specification of IEC Materials: Material: Natural Wood, Size: 7×6×2cm/2.76×2.36×0.79in (Approx.), Print: Laser engraving



Comments: N/A

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 13/17/23

Approved:

LEO L. QUINTILLA
Regional Director

For the Regional Director:

ENRIQUE H. GASCON JR.
Director III/ ARD for Administration



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-FBL 019 Date and time received: 3/21/23

Type of IEC Material: CBS ADVOCACY PEN

Specification of IEC Materials: Width: 5 inches, Length: 7.5 inches



Comments: N/A

Prepared:


ADRIENNE VALÉRIE M. VALDEZ
Training Specialist

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/21/23

Approved:


LEO L. QUINTILLA
Regional Director

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-38 Date and time received: 3/27/2023

Type of IEC Material: CBS ADVOCACY GADGET BAG (TOKEN FOR RP)

Specification of IEC Materials: Material: Neoprene/Waterproof



Comments: N/A

Prepared:


ADRIENNE VALERIE M. VALDEZ
Training Specialist I

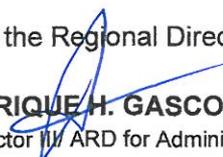
Recommended for Approval:


NERIZZA FAYE G. MILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/27/2023

Approved:

LEO L. QUINTILLA
Regional Director

For the Regional Director:


ENRIQUE H. GASCON JR.
Director III/ ARD for Administration

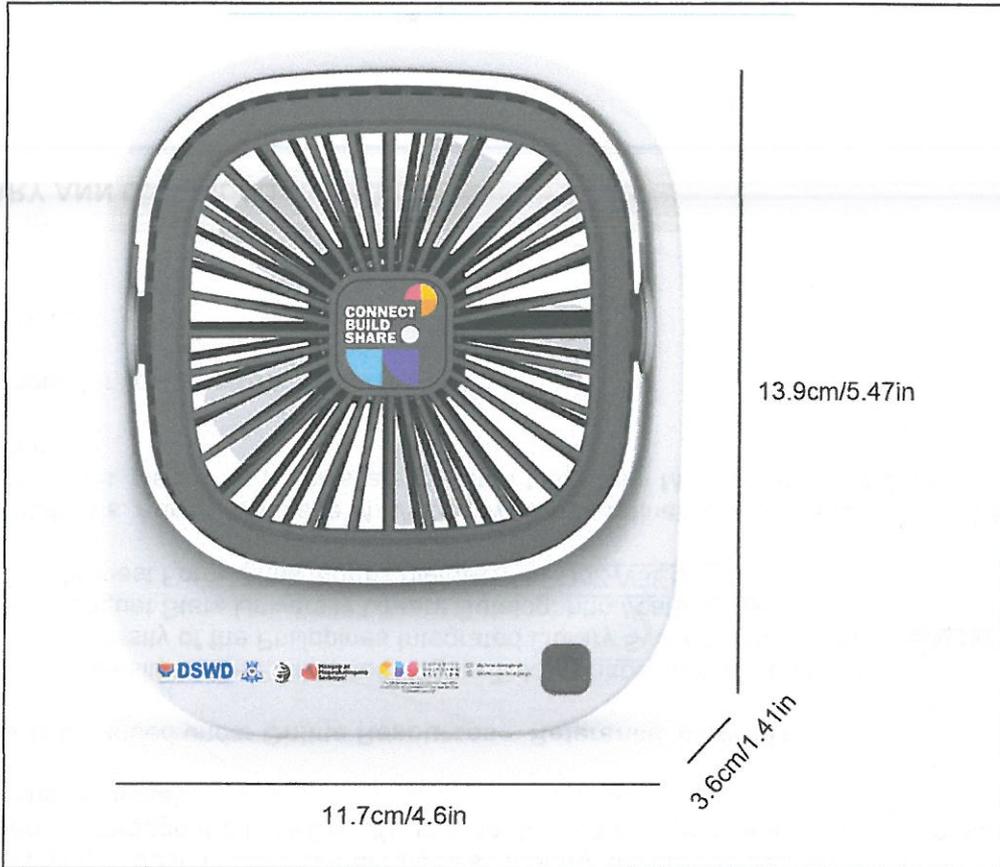


IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-36 Date and time received: 3/27/23

Type of IEC Material: CBS ADVOCACY DESK FAN (TOKEN FOR RP)

Specification of IEC Materials: Battery: 250mAh, Power supply: DC 5V/1A, USB charging, Charging time: 120-180min, Operating time: 30-50min, Features: Lightweight, portable, 2-in-1 use, handheld and desktop fan, Built-in battery, rechargeable via USB.



Comments: N/A

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/27/23

Approved:

LEO L. QUINTILLA
Regional Director

For the Regional Director:

ENRIQUE H. GASCON JR.
Director III/ARD for Administration



IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: 3/07/23

Type of IEC Material: CBS ADVOCACY TRAVEL MUG (TOKEN FOR RP)

Specification of IEC Materials: Material: Stainless Steel, Capacity: 14 oz, Additional Information: Friction lid, swivel spout, and comfort handle. Anth spill



Comments: N/A

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 4/27/24

Approved:

LEO L. QUINTILLA
Regional Director

Approved:

ENRIQUE H. GASCON JR.
Director III / ARD for Administration



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023 SM - IEC - 046 Date and time received: 03/21/23

Type of IEC Material: CBS ADVOCACY NOTEPAD

Specification of IEC Materials: Width: 5 inches, Length: 7.5 inches



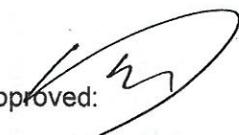
Comments: N/A

Prepared:


ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 03/21/23



LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMN-IEC-073 Date and time received: 3/21/23

Type of IEC Material: CBS ADVOCACY ^{NOTE}NOTEPAD

Specification of IEC Materials: Width: 5 inches, Length: 7.5 inches



Comments: N/A

Prepared:


ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/21/23

Approved:


LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 0223-SMW-IEC-045 Date and time received: 03/21/23

Type of IEC Material: CBS ADVOCACY USB FLASHDRIVE

Specification of IEC Materials: Width: 5 inches, Length: 7.5 inches



Comments: N/A

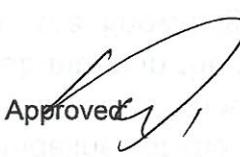
Prepared:


ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head
03/21/23

Approved:


LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SM4-IEC-041 Date and time received: 3/21/23

Type of IEC Material: CBS ADVOCACY TUMBLER - 500ml

Specification of IEC Materials: N/A



Comments: N/A

Prepared:

[Signature]
ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:

[Signature]
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/21/23

Approved:

[Signature]
LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-BMU IEC-042 Date and time received: 3/21/23

Type of IEC Material: CBS ADVOCACY KATCHA BAG

Specification of IEC Materials: Length: 12 inches, Height: 14 inches, Width: 5 inches with zipper



Comments: N/A

Prepared:

AV
ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:

Nerizza
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head 3/21/23

Approved: *Leo*

LEO L. QUINTILLA
Regional Director

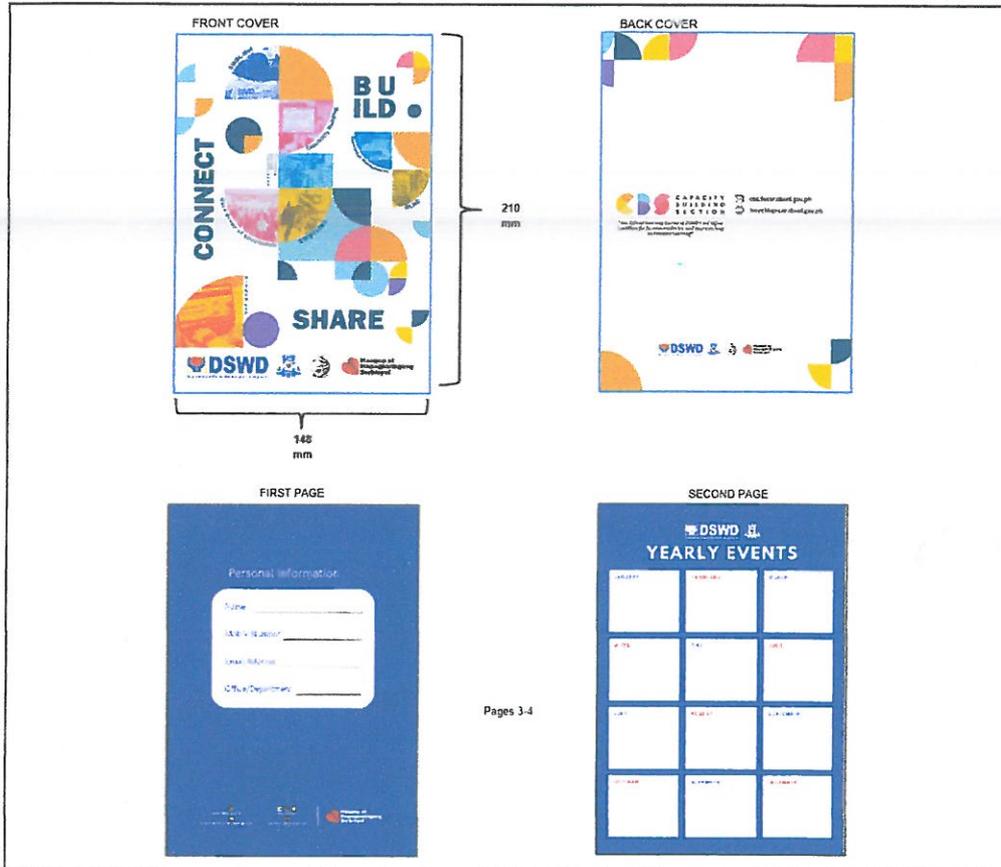


IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-040 Date and time received: March 23, 2023

Type of IEC Material: CBS ADVOCACY NOTEBOOK

Specification of IEC Materials: 116 pages plus 1 front cover and 1 back cover (Width: 148mm, Length: 210mm)
saddle stitch perfect bound



Comments: Attached other pages of the notebook for your approval. Thank you!

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head

Approved:

LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 040 Date and time received: _____

Type of IEC Material: CBS ADVOCACY NOTEBOOK

Specification of IEC Materials: 116 pages plus 1 front cover and 1 back cover (Width: 148mm, Length: 210mm)

 <p>CAPABILITY BUILDING</p> <p>Capability Building activities are activities by which individuals, groups and organizations improve their competencies through needs-based activities such as training, training of trainers, orientation, workshops, forums, conferences, coaching, and mentoring and among other activities.</p> <p>LEARNING AND DEVELOPMENT</p>	<p>Pages 24-25</p>	 <p>HITECH LXP</p> <p>The HITECH LXP serves as the Field Office's digital talent development strategy in promoting continuous learning among its personnel and intermediaries amidst those challenging times. In addition, it serves as a mechanism to deliver efficient and responsive e-learning courses and technical assistance using digital platforms, especially to Local Government Units through their Local Social Welfare and Development Offices (LSWDOs).</p> <p>LEARNING AND DEVELOPMENT</p>
 <p>SWDL-NET</p> <p>The Social Welfare and Development Learning Network (SWDL-Net) is an informal organized group of practitioners or experts in social welfare and development that would foster continued development and sharing of knowledge/opportunity and the provision of relevant capacity building programs to DSWD and to its partners and stakeholders. This network consists of private individuals and organizations that serve as learning service providers.</p> <p>LEARNING NETWORK DEVELOPMENT</p>	<p>Pages 46-47</p>	 <p>BAYANIHANG BAYAN PROGRAM</p> <p>The Bayanihang Bayan (BB) is a platform for women, NGOs, and other stakeholders to share their experiences and knowledge in various fields. It is a space where women can learn from each other and provide support to one another. The program is designed to empower women and improve their quality of life. It is a space where women can learn from each other and provide support to one another. The program is designed to empower women and improve their quality of life.</p> <p>LEARNING NETWORK DEVELOPMENT</p>

Comments: Attached other pages of the notebook for your approval. Thank you!

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head

Approved:

LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 040 Date and time received: _____

Type of IEC Material: CBS ADVOCACY NOTEBOOK

Specification of IEC Materials: 116 pages plus 1 front cover and 1 back cover (Width: 148mm, Length: 210mm)



Comments: Attached other pages of the notebook for your approval. Thank you!

Prepared:

ADRIENNE VALERIE M. VALDEZ
Training Specialist I

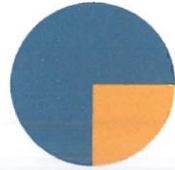
Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head

Approved:

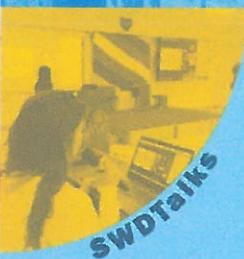
LEO L. QUINTILLA
Regional Dire

CONNECT



BUILD

Program
Saayan
Ihanga



H
I
T
E
C
H
L
X
P

SHARE



Personal Information

Name _____

Mobile Number _____

Email Address _____

Office/Department _____


www.dswd.gov.ph


www.hitechxp-car.dswd.gov.ph


dswdserves




cbs.focar@dswd.gov.ph

 **Maagap at
Mapagkalingang
Serbisyo!**





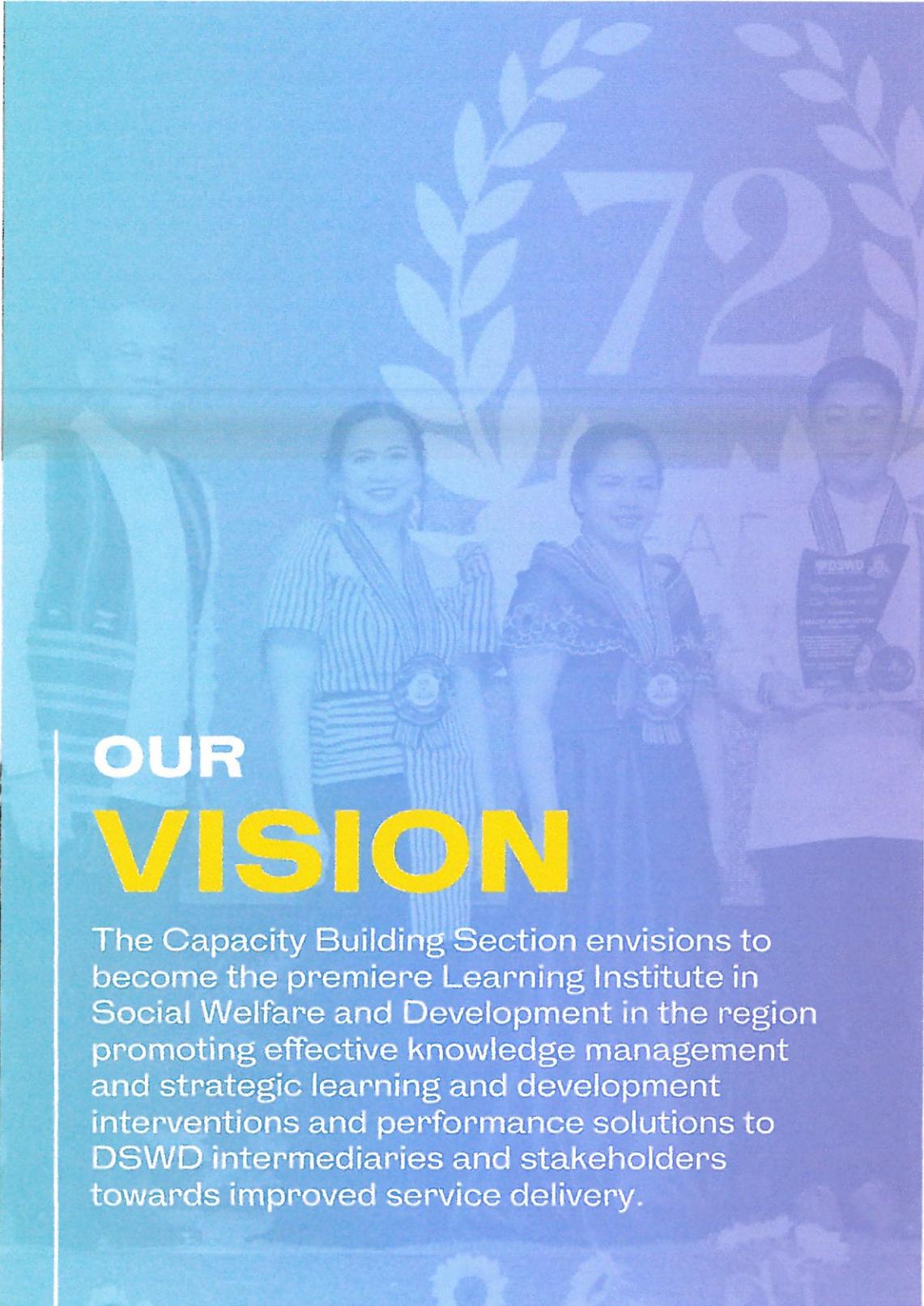
THE CBS MANDATE

The Capacity Building Section (CBS) serves as the talent development arm of the Department responsible for enhancing the ecompetencies of intermediaries and stakeholders of DSWD in performing and achieving its goals as the lead in the social welfare and social protection sector.



cbs.focar.dswd.gov.ph
hitechbcp-car.dswd.gov.ph

*"The Official Learning Center of DSWD Field Office
Centers for its Intermediaries, and Your Gateway
to Elevated Learning"*



OUR VISION

The Capacity Building Section envisions to become the premiere Learning Institute in Social Welfare and Development in the region promoting effective knowledge management and strategic learning and development interventions and performance solutions to DSWD intermediaries and stakeholders towards improved service delivery.



A photograph of four individuals (three women and one man) standing together, each wearing a traditional Filipino sash and a circular award medal. They are dressed in traditional Filipino clothing. The background is a soft-focus floral arrangement. The image is overlaid with a blue-to-orange gradient.

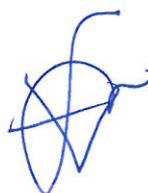
OUR MISSION

To enhance the competencies of intermediaries and stakeholders of DSWD in performing and achieving its goals as lead in the social welfare and social protection sector





Capability Building activities are activities by which individuals, groups, and organizations improve their competencies through needs-based activities such as training, training of trainers, orientation, workshops, forums, conferences, coaching, and mentoring and among other activities.



HITECH LXP



The HITECH LXP serves as the Field Office's digital talent development strategy in promoting continuous learning among its personnel and intermediaries amidst these challenging times. In addition, it serves as a mechanism to deliver efficient and responsive e-learning courses and technical assistance using digital platforms, especially to Local Government Units through their Local Social Welfare and Development Officers (LSWDOs).



CAPACITY
BUILDING
SECTION

cbs.focar.dswd.gov.ph
hitechlapcar.dswd.gov.ph



LEARNING AND DEVELOPMENT

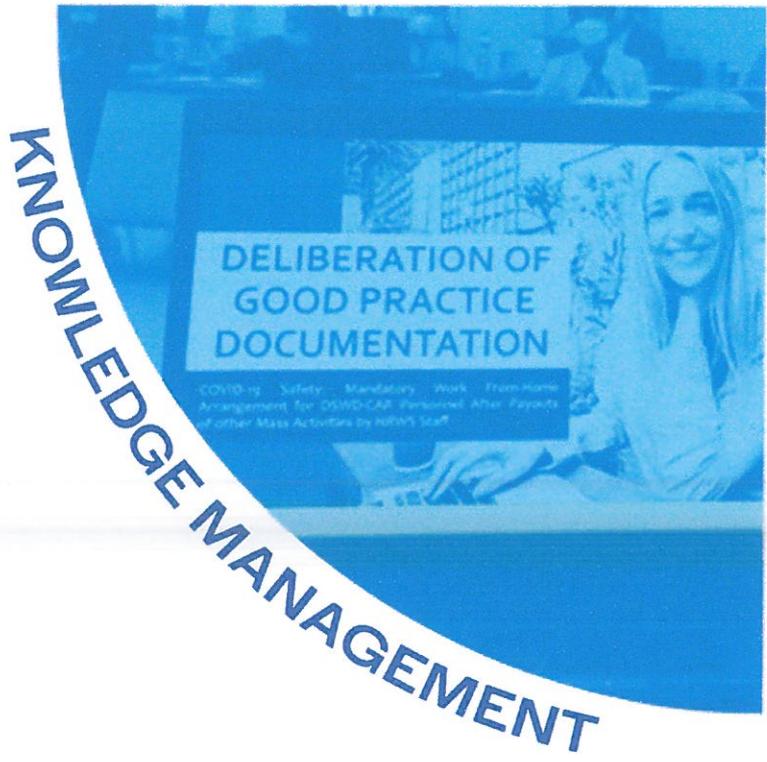


BAYANIHANG BAYAN PROGRAM

The Bayanihang Bayan Program (BBP) is a platform for enjoining the private and government sectors in rendering volunteer services. By virtue of Republic Act 9418 or the Volunteer Act of 2007, volunteer programs are encouraged to promote community service that ultimately leads to social and economic improvements.

In the DSWD, the BBP was integrated into the Department's National Volunteer Program, which provides opportunities for individuals, groups, and organizations to extend voluntary service in the implementation of social welfare and development, as well as disaster operations.





The Knowledge Management Team are the designated DSWD employees by virtue of a Regional Special Order (RSO) to advocate and ensure the implementation of KM mechanisms or systems and initiatives in the department. In Field Office CAR, the members are responsible for providing technical assistance to ODSUs for proper documentation and deliberate captured good practices and other knowledge products.

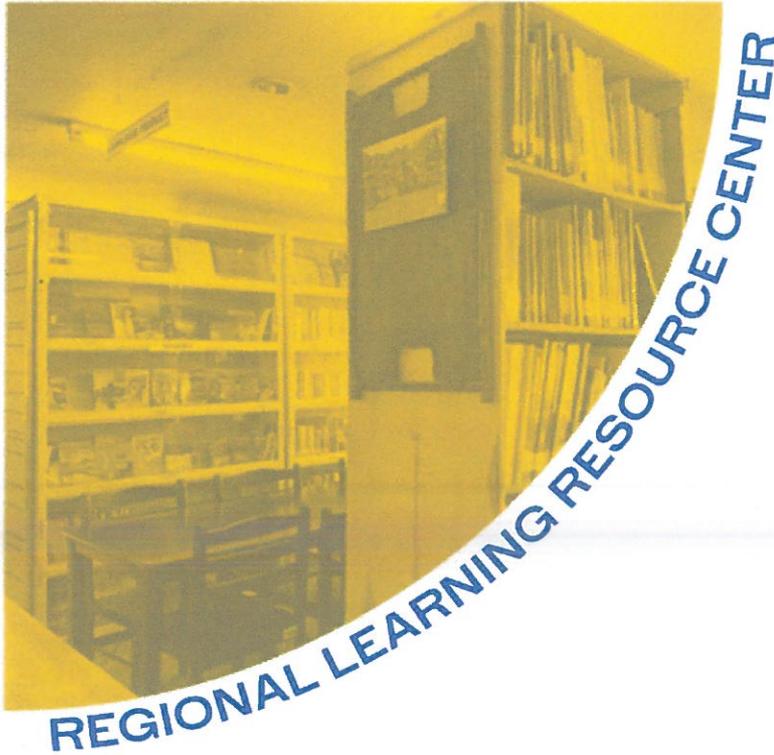




CORE GROUP OF SPECIALISTS

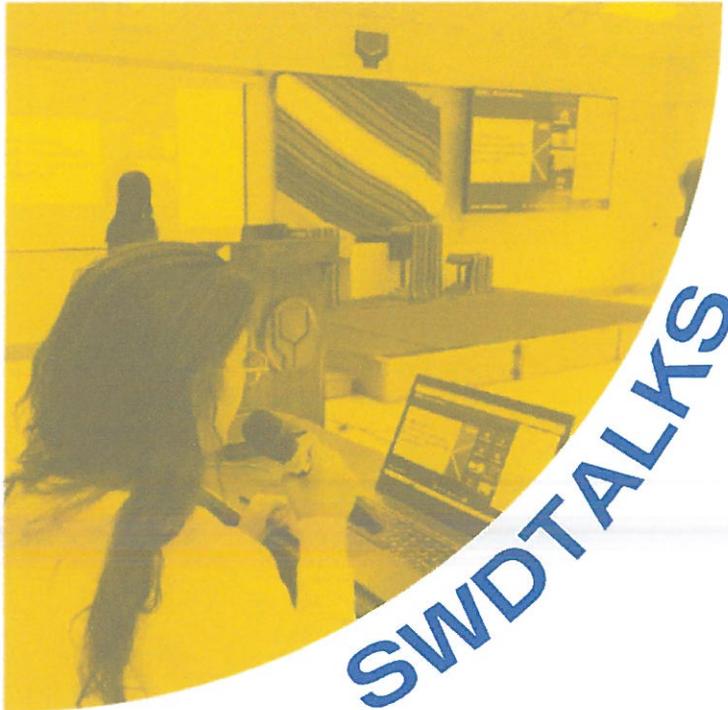
The CGS is the Department's group of experts along with social welfare and development and social protection. They are the Department's community of practice that provides appropriate and relevant technical assistance to the DSWD's intermediaries and partners, as well as sustaining the agency's leadership in the development and promotion of its major social welfare programs.





RLRC serves as the repository of Knowledge Management practice in the Department. It is being managed by the Capacity Building Section to organize the collections for easy access and sharing of the knowledge materials to its clients. It houses collections on social welfare and social protection and sectors such as children and youth, women, families, persons with disability, and the elderly. General collections are also available to cater to non-social work-related information.





The Social Welfare and Development (SWD) Talks as a strategy to promote the Department's sectors and functional expertise to the organization's workforce to leverage a culture of learning. It is also a knowledge-sharing platform that aims to develop the organization's intellectual capital using the latest learning technologies to improve organizational knowledge.

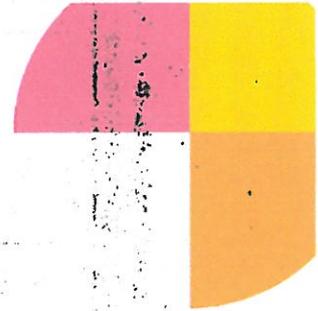
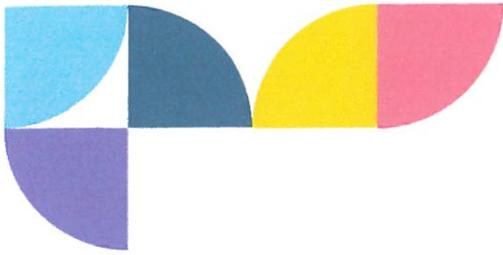


cbs.focar.dswd.gov.ph
hitechlp-car.dswd.gov.ph



KNOWLEDGE MANAGEMENT





CAPACITY
BUILDING
SECTION

*"The Official Learning Carrier of DSWD Field Office
Cordillera for its Intermediaries, and Your Gateway
to Elevated Learning"*



cbs.focar.dswd.gov.ph



hitechlxp-car.dswd.gov.ph

