

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2022-09-014(2023 NEP)

RFQ No.: 2023-05-492

MAY 10 2023

End-user: SIMU-PPPP

Date:

Name of Project:

ABC: ₱349,000.00

**PRODUCTION OF IEC MATERIALS, COLLATERALS AND OTHER SUPPLIES FOR PANTAWID PAMILYA
SOCIAL MARKETING AND ADVOCACY ACTIVITIES 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 MAY 16 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 **₱500,000.00** for **Emergency Cases** and **₱50,000.00** 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
PRODUCTION OF IEC MATERIALS, COLLATERALS AND OTHER SUPPLIES FOR PANTAWID PAMILYA SOCIAL MARKETING AND ADVOCACY ACTIVITIES FOR CY 2023						
PRODUCTION OF IEC MATERIALS -PRINTING						
1	PANTAWID PAMILYA MAGAZINE (semestral):A4,20 pages;400 pcs per semester Magazine type; 20 pages,Size:8 in x 10in., Cover: fold cote Cal.12;inside c2s 115 GSM,Color:full color for cover and inside pages,20 pages Binding: Saddle stitch (wire or staple) Please see attached design for reference	800	piece			
2	POSTER-TARPAULIN (2X3ft), full color with eyelet Please see sample attached design for reference	100	piece			
ADVOCACY MATERIALS AS SOCIAL MARKETING COLLATERALS						
3	PERSONALIZED LANYARD/LACE Sublimation printing, full color,with swivel hock and 'release buckle' safety buckle, lace length-36"; released buckle until swivel hock-2.5",width-1" Please see attached design for reference	250	piece			
4	PERSONALIZED CATCHA/DRAWSTRING BAG doubles#C(B) size:L-14-16,W:18 to 20 inches,dark blue twill tape cotton handle and lower base, color-cream or light brown, sublimation/ silk printing Please see attached design for reference	500	piece			
5	DSWD PANTAWID PAMILYA VEST red various sizes: XL=15 pcs,L=30 pcs,M=30 pcs,S=25 pcs a. Water repellent vest with hood and net lining and inside pocket b. garter or dropdown design c. with reflectorized design and velcro patches d. Embroidered DSWD Logo and patches Please see attached design for reference	100	piece			
REGIONAL SEARCH FOR PANTAWID PAMILYA EXEMPLARY CHILDREN						
6	PLAQUES OF RECOGNITION Acrylic with base four colored, with ethnic background design Please see attached design for reference	3	piece			
REGIONAL SEARCH FOR HUWARANG PANTAWID PAMILYA						
7	PLAQUES OF RECOGNITION Acrylic with base four colored, with ethnic background design Please see attached design for reference	3	piece			
REGIONAL SEARCH FOR GULAYAN SA BARANGAY (YEAR 2)						
8	PLAQUES OF RECOGNITION Acrylic with base four colored, with ethnic background design Please see attached design for reference	3	piece			
TOTAL PRICE						
OTHER REQUIREMENTS				COMPLIANCE		REMARKS
				Can Comply	Cannot Comply	
Delivery of Goods is within 15 calendar days after receipt of Purchase Order/Final Design to be communicated by the End User. 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: x Item Basis 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: _____



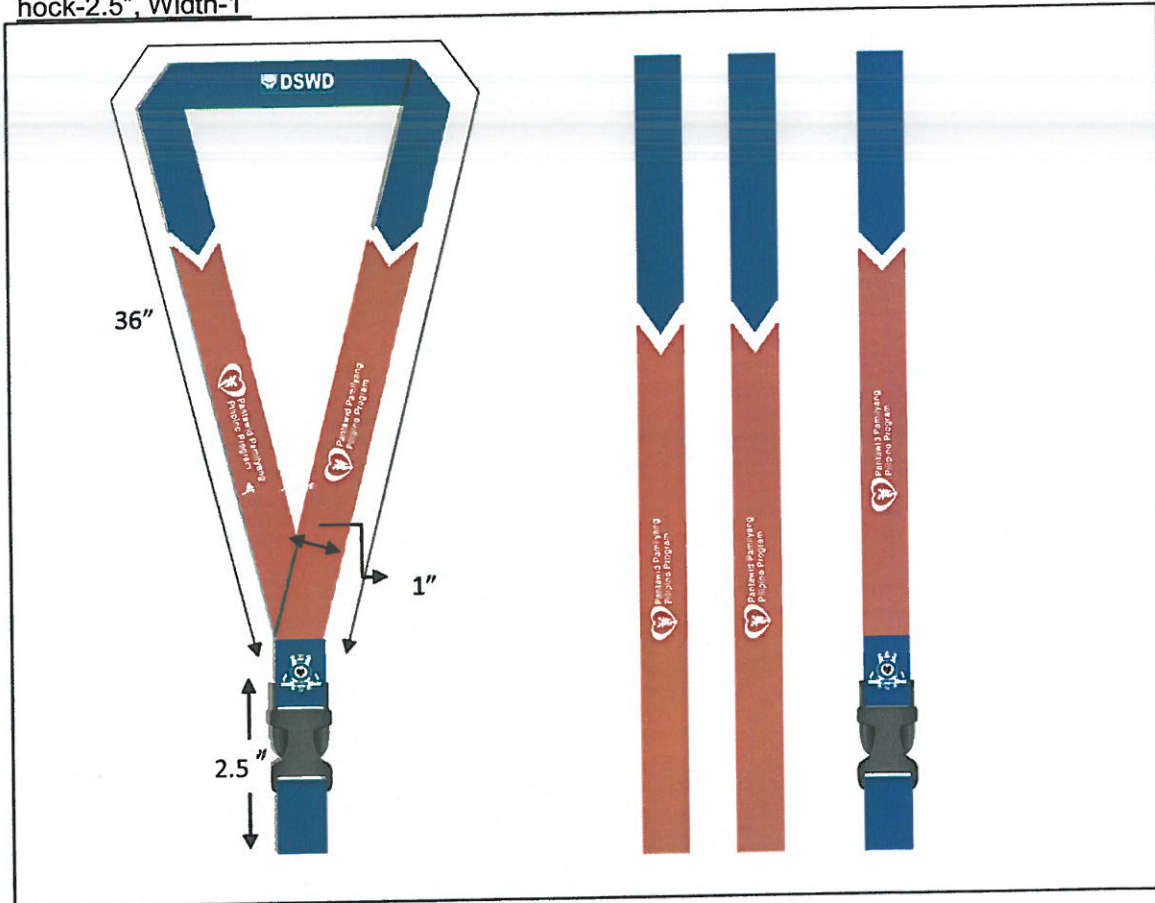


IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-048 Date and time received: _____

Type of IEC Material/Collateral: ID Lanyard/Lace

Specification of IEC Material: ID Lanyard/Lace, sublimation printing, full color, with swivel hock and 'released buckle' safety buckle, Lace length-36; released buckle until the swivel hock-2.5", Width-1"



Comments: For RD's approval. Thank you.

Prepared by:

M. C. Abyado Jr.
MARLO C. ABYADO JR.
Information Officer II

Recommended for Approval:

N. F. G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II 03-25-2023

Approved:

LEO L. QUINTILLA
Regional Director

For the Regional Director:

E. H. Gascon Jr.
ENRIQUE H. GASCON JR.
Director III, ARD for Administration

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-049 **Date and time received:** _____

Type of IEC Material: Advocacy Catcha Drawstring bag

Specification of IEC Material: Catcha, dark blue twill tape cotton handle and lower base, L-14 to 16, W-18 to 20", color-cream or light brown



Comments: For RD's approval. Thank you.

Prepared by:



MARLO C. ABAYADO JR.
Information Officer II

Recommended for Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II 03-28-2023

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: _____ **Date and time received:** _____

Type of IEC Material: Poster Tarpaulin
Specification of IEC Material: Poster-Tarpaulin (2x3ft), full color with eyelet

Nais mabang malaman ang iyong Pantawid Pamilya Compliance (PPC) Record?

to: 09189122813

DSWD PPC COMPLY
012345678-1234-12345
2020 5

send

i-text lamang ang detalye ayon sa sumusunod na format:

DSWD
PPC COMPLY
HHID YEAR
PERIOD

at i-send lamang sa:

0918-912-2813

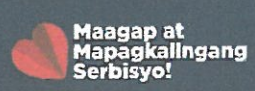
(Globe, TM, SMART & TNT)

16545

(SMART & TNT only)

para sa iba pang detalye, maging bistangin ang ating website at official social media accounts.

- www.pantawid.dswd.gov.ph
- [@DSWDPantawidPamilya](https://www.facebook.com/DSWDPantawidPamilya)
- [@PantawidPamilya](https://twitter.com/PantawidPamilya)




**Maagap at
Mapagkallangang
Serbisyo!**


#BawatBuhayMahalagaSaDSWD

MONITORING PERIOD

1	for P1 (February-March)
2	for P2 (April-May)
3	for P3 (June-July)
4	for P4 (August-September)
5	for P5 (October-November)
6	for P6 (December-January)



DSWD
Department of Social Welfare and Development



Pantawid Pamilyang
Pilipino Program

Sample design from DSWD Central Office. This design is subject to relay-outing but with the same technical specifications

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-050 Date and time received: _____

Type of IEC Material: 4Ps Vest

Specification of IEC Material: DSWD 4Ps Vest (red, various sizes)

- a. Water repellent vest with hood and net lining and inside pocket
- b. garter or dropdown design
- c. With reflectorized design and Velcro patches
- d. Embroidered DSWD Logo and patches

XL - 15
 L - 30
 M - 30
 S - 25



Comments: For RD's approval. Thank you.

Prepared by:

Marlo C. Abyado Jr.

MARLO C. ABYADO JR.
Information Officer II

Approved:

Leo L. Quintilla
LEO L. QUINTILLA
Regional Director

Recommended for Approval:

Merizza Faye G. Villanueva-Trinidad

MERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

03-31-2023



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-050 **Date and time received:** _____

Type of IEC Material/Collateral: 4Ps Vest

Specification of IEC Material: DSWD 4Ps Vest (red, various sizes)

- a. Water repellent vest with hood and net lining and inside pocket
- b. garter or dropdown design
- c. With reflectorized design and Velcro patches
- d. Embroidered Logos and patches




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 Officer II

03-29-2023

Approved:


LEO L. QUINTILLA
Regional Director

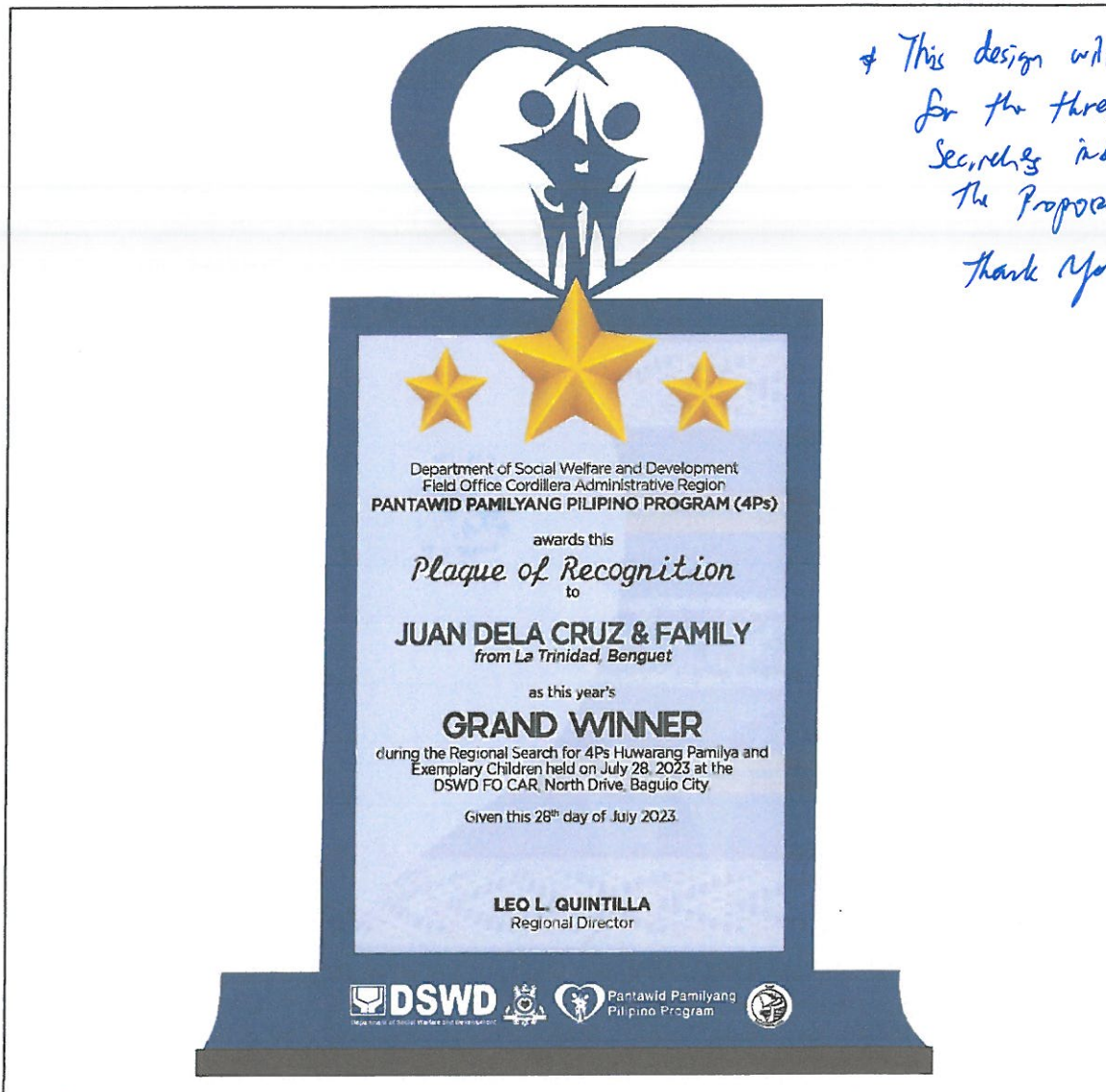


IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-053 Date and time received: _____

Type of IEC Material: Plaque

Specification of IEC Material: Acrylic with base four colored, with ethnic background design



** This design will be used for the three Regional Secretaries indicated in the Proposal. Thank you.*

Comments: For RD's approval. Thank you.

Prepared by:

[Signature]
MARLO C. ABYADO JR.
Information Officer II

Recommended for Approval:

[Signature]
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

[Signature]
LEO L. QUINTILLA
Regional Director