

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

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-05-362

RFQ No.: 2023-05-527

End-user: SECTORS

Date: MAY 18 2023

Name of Project:

ABC: ₱75,000.00

**PRODUCTION OF SHIELD AGAINST CHILD LABOR PROGRAM NOTEBOOK AND STORYBOOK FOR
THE WORLD DAY AGAINST CHILD LABOR AND BRIEFER AND PRIMER FOR THE ADVERTISEMENT
MATERIALS OF THE PROGRAM**

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 23 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.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRODUCTION OF SHIELD AGAINST CHILD LABOR PROGRAM NOTEBOOK AND STORYBOOK FOR THE WORLD DAY AGAINST CHILD LABOR AND BRIEFER AND PRIMER FOR THE ADVERTISEMENT MATERIALS OF THE PROGRAM					
	NOTEBOOK -A5 -Number of Pages: 120 (front to back) -Type of Materials for Front,Back,Spine(cover): Hard Cover with Image Wrap -Type of Material/Paper for Inside Pages: 20 leaves 50 gsm colored printing, matte coated finish; 100 leaves 100 gsm uncoated paper with lines for writing -Binding: Gold Spiral -Color: Full Color: Cover and 20 leaves inlets(kindly include the Primer); Black and White: 100 leaves Please see attached design for reference	200	piece			
	STORYBOOK -Size:8.5"x11" spreaded; 8.5"x 5.5 folded -Color: Full color -Paper: High white,100 gsm -Printed side: back to back -Front and Back Cover: c2s with UV Lamination -Binding: Saddle stitch -No. of pages: 20 pages Please see attached design for reference	100	piece			
	BRIEFER -Size: 8.3" x 5.8" -Paper: high white, 100 gsm -Color: Full color -Printed side: back to back Please see attached design for reference	400	piece			
	PRIMER -Size: 8.5" x 11" spreaded;8.5" x 5.5 folded -Color: Full Color -Paper: High white,100 gsm -Printed side: back to back -Front and Back Cover:c2s with UV lamination -Binding: Saddle stitch -No. of pages: 32 pages Please see attached design for reference	70	piece			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE				REMARKS
		Can Comply	Cannot Comply			
	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.	[]	[]			
	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: _____

DRN: _____

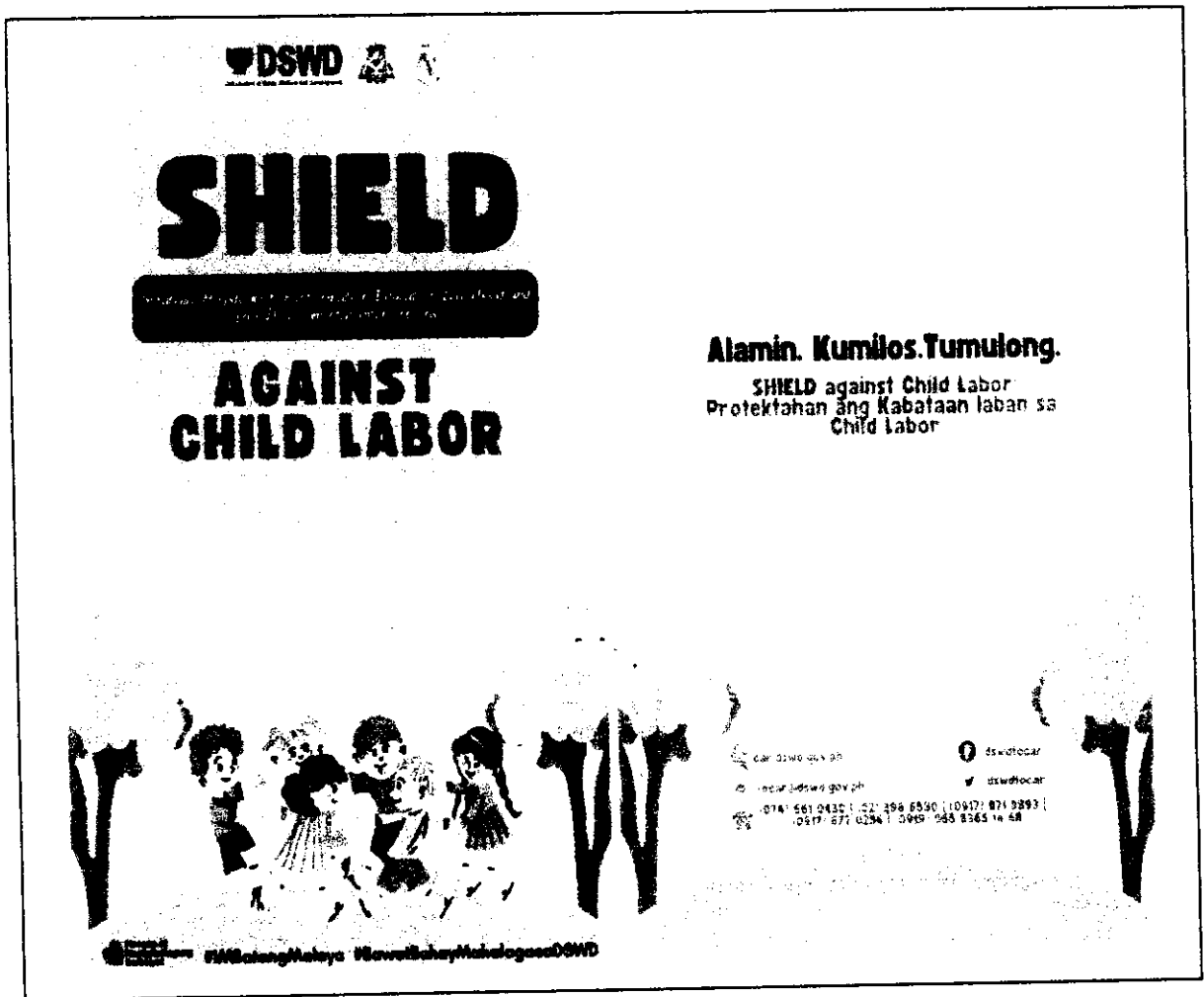
IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-062 Date and time received: _____

Type of IEC Material: SHIELD Notebook ✓

Specification of IEC Materials: A5; Number of Pages: 120 (front to back); Type of Materials for Front, Back, Spine (cover): Hardcover with Image Wrap; Type of Material/Paper for Inside Pages: 20 leaves 150 gsm colored printing, matte coated finish; 100 leaves 100gsm uncoated paper with lines for writing; Binding: Gold Spiral; Color: Full Color; Cover and 20 leaves inlets Black and White; 100 leaves

Note: Kindly include inside the 32 pages' primer from the Central Office



DEBORAH MAE B. MAGDAY
CERTIFIED TRUE COPY






Personal Information

In case of Emergency,
Please contact

Prepared by:



DEBORAH MAE D. MAGGAY
PDO II, SHIELD Focal Person

Recommended for Approval:


NERIZZA FAYE G. MILLANUEVA-TRINIDAD
Regional Information Officer 5/8/2029

Approved:


LEO L. QUINTILLA
Regional Director


DEBORAH MAE D. MAGGAY
CERTIFIED TRUE COPY





DRN: _____

IEC DESIGN APPROVAL FORM


IEC Material Number: 2023-SM4-IEC-062 Date and time received: _____

Type of IEC Material: **SHIELD Storybook**

Specification of IEC Materials: **Size: 8.5" x 11" spreaded; 8.5" x 5.5 folded; Color: Full color; Paper: High white, 100gsm; Printed side: back to back; Front and Back Cover: c2s with UV lamination; Binding: Saddle stitch; No. of pages: 20 pages**

Kindly see attached design from the Central Office

Prepared by:

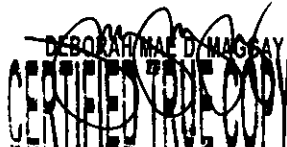

DEBORAH MAE D. MAGGAY
PDO II, SHIELD Focal Person

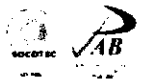
Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer 5/8/2023

Approved by:


LEO L. QUINTILLA
Regional Director


DEBORAH MAE D. MAGGAY
CERTIFIED TRUE COPY





DRN: _____

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SM4-IEC-062 Date and time received: _____

Type of IEC Material: SHIELD Primer ✓

Specification of IEC Materials: Size: 8.5" x 11" spreaded; 8.5" x 5.5 folded; Color: Full color; Paper: High white, 100gsm; Printed side: back to back; Front and Back Cover: c2s with UV lamination; Binding: Saddle stitch; No. of pages: 32 pages

Kindly see attached design from the Central Office

Prepared by:


DEBORAH MAE D. MAGGAY
PDO II, SHIELD Focal Person

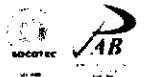
Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer *3/8/2023*

Approved by:


LEO L. QUINTILLA
Regional Director


DEBORAH MAE D. MAGGAY
CERTIFIED TRUE COPY





DRN: _____

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-062 Date and time received: _____

Type of IEC Material: SHIELD Briefer

Specification of IEC Materials: Size: 8.3"x 5.8"; Paper: High white, 100gsm; Color: Full color; Printed side: back to back

SHIELD STRATEGIC HELPDESKS FOR (SHIELD) AGAINST CHILD LABOR

SHIELD against Child Labor aims to withdraw children from the worst forms of child labor through the provision of holistic and immediate interventions at the community level. This project was developed to comply with RA 9231 and contribute to the removal of one (1) million children from child labor by 2025 as committed in the Sustainable Development Goals (SDGs) and Philippine Program against Child Labor (PPACL).

OBJECTIVES

- Identify child laborers in the community and ensure evidence-based case management through an operational Child Labor Local Registry (CLLR) system.
- Improve access of child laborers and their families to appropriate services.
- Increase awareness and capacities of child laborers, their families and duty bearers in addressing child labor.

COMPONENTS

Child Labor Local Registry (CLLR)
A database system which identifies who and where the child laborers are as basis for planning, monitoring and prioritizing cases for appropriate interventions.

Barangay Helpdesk on Child Labor
Convergence of support services for child laborers and their families through the barangay helpdesks to ensure immediate and accessible interventions at the community level.

Organizing, Advocacy, and Capability Building
Capacity building, organizing and advocacy activities among child laborers, their families, employers (e.g. hacienderos, contractors, farmers) and service providers to raise their awareness on the issues, laws, hazards of child labor and proper case management of child laborers.

PILOT AREAS

Region VII: Cebu
Region VIII: Ormoc City & Kananga, Leyte
Region IX: Marikina, Bulacan

COVERAGE

- Children in the worst forms of child labor (e.g. mining, deep sea fishing, commercial agriculture).
- Families of child laborers.
- Employers including financiers, hacienderos, contractors, etc.

Prepared by:

DEBORAH MAE D. MAGGAY
PDO II, SHIELD Focal Person

Approved by:

LEO L. QUINTILLA
Regional Director

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer 8/8/2023

DEBORAH MAE D. MAGGAY
CERTIFIED TRUE COPY

