

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-05-401

RFQ No.: 2023-06-597

End-user: SMU-PPPP

Date: JUN 06 2023

Name of Project: _____

ABC: ₱58,400.00

**PRODUCTION OF ADVOCACY COLLATERALS: REGIONAL SEARCH FOR 4P's HUWARANG PAMILYA
AND EXEMPLARY CHILDREN**

Sir/Madam: _____

Mode of Procurement: SMALL VALUE PROCUREMENT

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 JUN 13 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.

**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2023-SMU-IEC-064 Date and time received: _____
Type of IEC Material/Collateral: Advocacy Collateral: Insulated Water Bottle Cup
Specification of IEC Material: 500 ML Insulated Water Bottle Cup Vacuum stainless steel hot and cold 15cmx9cm; color-gold



Comments: For RD's approval. Thank you.

Prepared by:



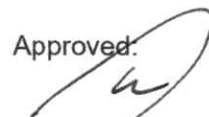
MARLO C. ABYADO JR.
Information Officer II

Recommended for Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:



LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-065 Date and time received: _____

Type of IEC Material: 10 ribs Automatic Foldable Umbrella

Specification of IEC Material: 10 ribs Automatic Foldable Umbrella UV protection. Auto

open/close. Black steel ribs windproof/wind break. Large, measures 25.5 inches, long 35inches

in diameter when open. Color: Dark Maroon. To be printed with DSWD logos



Comments: For RD's approval. Thank you.

Prepared by:

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

Approved:

[Signature]
LEO L. QUINTILLA
Regional Director

Recommended for Approval:

[Signature]
NERIZZA PAREG. VILLANUEVA-TRINIDAD
Regional Information Officer II

