

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-03-217

End-user: SMU-SLP

Name of Project: _____

RFQ No.: 2023-06-683

Date: JUN 21 2023

ABC: ₱396,000.00

PRINTING AND PRODUCTION OF IEC MATERIALS

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 JUN 26 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

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRINTING AND PRODUCTION OF IEC MATERIALS					
	CATCHA BAG -can fit legal portrait size; silk screen printing, colored Please see attached design for reference	500	piece			
	ADVOCACY SHIRTS FOR TRADE FAIR -Dry fit type; Army green or Black color; emboss or digital printing Please see attached design for reference	500	piece			
	SCHOOL ON THE AIR T-SHIRT -Dry fit material; Army green or Black color; emboss printing or digital printing colored Please see attached design for reference	70	piece			
	SLP NOTEPAD -150 pages; 80 gsm; colored printing; size 8.5 by 6 inches Please see attached design for reference	500	piece			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE				REMARKS
		Can Comply	Cannot Comply			
	<i>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.</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 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 Canvasser: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

 MEL/CJ



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-071 **Date and time received:** 14 June 2023

Type of IEC Material: Catcha Bag, Advocacy Shirt for Trade Fair, School-on-the-Air T-shirt, SLP Notepad

Specification of IEC Materials:

Catcha Bag:

Can fit legal portrait size; silk screen printing, colored

Sibol



Advocacy Shirt for Trade Fair:

Dry Fit Type; Army Green or Black color; Emboss or digital printing

FRONT



BACK



A handwritten signature in blue ink, located at the bottom center of the page, overlapping the footer text.

School on the Air T-shirt:

Dry Fit Material/ Army Green Color or Black with emboss printing or digital printing colored

FRONT:

Or



BACK



SLP Notepad:

150 pages; 80 gsm; colored printing; size 8.5 by 6 inches



Note: Final design will be sent to winning supplier, once new SLP Branding Guideline is approved and cascaded from NPMO (MC 2023).

Prepared by:


JEZEBEL L. GUMATAY
Project Development Officer II

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

Approved:


LEO L. QUINTILLA
Regional Director