

**REQUEST FOR QUOTATION (RFQ)**

PR/PP

No.: 2023-08-637

RFQ No.: 2023-09-989

End-user: HRMDD-HRWS

Date: SEP 07 2023

Name of Project:

ABC: ₱67,500.00

PURCHASE AND DELIVERY OF TOKEN FOR THE QUARTERLY CLIENT SATISFACTION AWARDEES OF  
2ND-4TH QUARTER 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](mailto:bacsec.car@dswd.gov.ph) on or before SEP 12 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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. 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**.
15. **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.
16. 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](mailto: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
	<b>PURCHASE AND DELIVERY OF TOKEN FOR THE QUARTERLY CLIENT SATISFACTION AWARDEES OF 2ND-4TH QUARTER CY 2023</b>					
1	Automatic Umbrella -with printed DSWD Logo  <b>Please see attached design for reference</b>	90	pcs			
2	Baseball type Cap -with Embroidered DSWD Logo  <b>Please see attached design for reference</b>	90	pcs			
3	Transparent Mug -with printed DSWD Logo  <b>Please see attached design for reference</b>	90	pcs			
<b>TOTAL PRICE</b>						
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>		
		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.	[ ]	[ ]			
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>						

• 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.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser

 MEL/rich



revised

### IEC DESIGN APPROVAL FORM

IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

**Type of IEC Material: For tokens of staff awarded with Client Satisfaction Award 2023 (2<sup>nd</sup>-4<sup>th</sup> Quarter)**

1. Navy Blue Umbrella (2<sup>nd</sup> quarter 2023)
2. Red Baseball Cap (3<sup>rd</sup> quarter 2023)
3. Double walled transparent mug with bamboo lid cover (4<sup>th</sup> quarter 2023)

**Specification of IEC Materials:**

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li><b>1. Navy Blue Umbrella</b><ol style="list-style-type: none"><li>a. Automatic press</li><li>b. Navy Blue</li><li>c. With DSWD logo (white) – heat-pressed printing</li></ol></li><li><b>2. Red Baseball Cap</b><ol style="list-style-type: none"><li>a. Plain Bright Red</li><li>b. Medium to Large with adjustable Velcro strap</li><li>c. Embroidered with DSWD logo (white)</li></ol></li></ol> | <ol style="list-style-type: none"><li><b>3. Double walled transparent mug with bamboo lid cover</b><ol style="list-style-type: none"><li>a. Standard size (240 – 350 ml capacity)</li><li>b. Transparent glass, double walled</li><li>c. Coffee type mug with handle</li><li>d. Made of high temperature resistant glass</li><li>e. With bamboo lid cover heat pressed with DSWD logo</li></ol></li></ol> |
|---|---|

**Proposed design of IEC material**



Navy Blue Umbrella  
\*Printed DSWD Logo & Insignia as shown above





Red Baseball Cap  
\*Embroidered DSWD Logo

Double walled transparent mug with bamboo lid cover  
\*Heat-pressed DSWD Logo & Insignia in the bamboo lid cover

**Comments:** For inputs/comments (if any) and approval.


Prepared by:

  
**MICHAELA G. SIBONGA**  
AA I, HRWS

Recommending for Approval:

  
**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Regional Information Officer

Approved by:

  
Quintilla Leo  
Lumampao  
2023.08.24  
11:49:37 +08'00'

**LEO L. QUINTILLA**  
Regional Director