

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-07-573 RFQ No.: 2023-09-984
End-user: SMU-NHTS Date: SEP 12 2023
Name of Project: _____ ABC: ₱191,100.00

PRINTING AND PRODUCTION OF LISTAHANAN 3 ADVERTISING EXPENSES

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 SEP 18 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 lower 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**.

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
	PRINTING AND PRODUCTION OF LISTAHANAN 3 ADVERTISING EXPENSES					
1	LISTAHANAN RADIO PLUG -30 second plug to be aired in AM radio that covers at least 2 provinces and 1 city	1	lot			
2	LISTAHANAN PROJECT CYCLE BROCHURE -A4 size -glossy finish -GSM120 -full color -trifold PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pieces			
3	LISTAHANAN DATA SHARING PROCESS BROCHURE -A4 size -glossy finish -GSM120 -full color -trifold PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pieces			
4	LISTAHANAN notebook -spiral -hardbound cover -full color -glossy finish PLEASE SEE ATTACHED DESIGN FOR REFERENCE	500	pieces			
5	LISTAHANAN notepad -10cm x 15cm PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pads			
6	Personalized polo shirt - (2 colored) printed loghos and designs -various sizes PLEASE SEE ATTACHED DESIGN FOR REFERENCE	100	pieces			
7	3 x 4 Tarpaulin -Full Color PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pieces			
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.

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



Karagdagang Kaalaman tungkol sa

Listahanan

01. HINDI namamahagi ng pabahay, pinansyal, o anumang serbisyo at assistance and Listahanan

02. HINDI nagbibigay ng certificate o anumang katibayan ang Listahanan kung ikaw ay natukoy na mahirap o kabilang sa Listahanan database

03. HINDI garantisado at awtomatikong magiging benepisyaryo ang mga kabilang sa Listahanan dahil may kani-kaniyang panuntunan o criteria sa pagpili ng kanilang mga benepisyaryo ang iba't ibang panlipunang programa at serbisyo.



**BAWAT BAHAY
MAGKAKASAMA
SA KAUNLARAN**

Department of Social Welfare
and Development

CORDILLERA ADMINISTRATIVE REGION

40 North Drive, Baguio City, 2600

(074) 661 - 0430

<https://car.dswd.gov.ph>



Listahanan
TALAAN NG PAMILYANG MANGANGAILANGAN

NATIONAL HOUSEHOLD TARGETING SYSTEM

FOR POVERTY REDUCTION

Maagap at Mapagkalingang Serbisyo!

Ano ang Listahanan?

Ang Listahanan o National Household Targeting System for Poverty Reduction (NHTS-PR) ay isang talaan o information management system na tumutukoy kung sino at nasaan ang mahihirap sa buong bansa.

Ang Listahanan ay nagsasagawa ng pagsusuri ukol sa kalagayan ng pamilyang Pilipino sa pamamagitan ng pag-uusisa at pakikipanayam sa mga sambahayan o household assessment gamit ang household assessment for (HAF).

Ang mga datos ng Listahanan ay maaaring magamit ng mga lokal na pamahalaan at pambansang ahensya ng gobyerno at iba pang mga pribadong organisasyon bilang basehan sa pagpili ng mga karapat-dapat na mga benepisyaryo ng mga programang naglalayong maiangat ang pamumuhay ng mga mahihirap.

Legal na Batayan ng Listahanan

Ang Executive Order No. 867, Series of 2010 ay nagsulong sa mga National Government Agencies (NGAs) na gamitin ang datos mula sa Listahanan para sa pagpili ng benepisyaryo ng kanilang mga social protection programs at services. Gayunpaman, hinihikayat ng DSWD na gamitin din ang talaan ng mga non-government organizations, civil society organization, local government units, private sectors, at academe, para sa iba't ibang pananaliksik at pagbuo ng mga programa o polisiya.



MGA LAYUNIN NG PROGRAMA

- Makabuo ng wasto as dekalidad na talaan ng mga sambahayan nasa kahirapan upang maiwasang mapasama ang mga indibidwal o pamilyang may kakayahan sa mga programa at serbisyong para lamang sa lubos na nangangailangan.
- Mapaunlad ang proyektong panukala ng mga social protection programs upang lubusang makatulong sa mga nangangailangan.
- Mapabilis ang pagbabahagi ng garantisadong database to publiko at probadong social protection stakeholders.

WHERE CAN ONE FIND THE LISTAHANAN DATABASE?

The database is lodged with the NHTO at the central office of DSWD. The Listahanan database is secured by standard procedures followed by a limited number of authorized DSWD staff who have access to it.

the list of poor families generated from the database, however, can be shared with national government agencies and other stakeholders upon execution of a Memorandum of Agreement (MOA) between DSWD and the data user. Listahanan's data and statistics can also be accessed at the Listahanan website:

<https://listahanan.dswd.gov.ph/Q>



KNOWING WHO AND WHERE THE POOR ARE

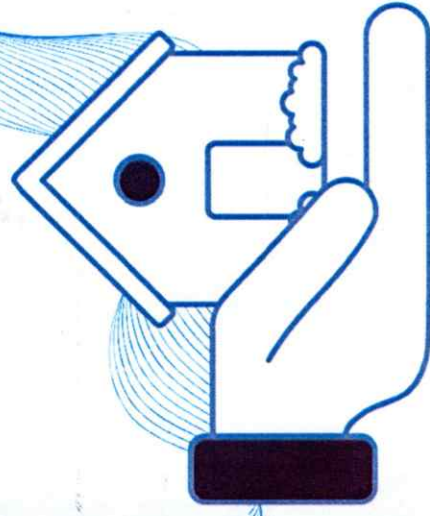
Department of Social Welfare and Development
CORDILLERA ADMINISTRATIVE REGION

40 North Drive, Baguio City, 2600

(074) 661 - 0430

<https://car.dswd.gov.ph>

NATIONAL HOUSEHOLD TARGETING SYSTEM FOR POVERTY REDUCTION



DATA SHARING PROTOCOL

REQUIREMENTS

1. A memorandum of agreement (MOA)* signed by an authorized representative of the requesting party.
2. A letter detailing the data requirements of the requesting party, signed by the Head of requesting party.

**with attached local council or board resolution authorizing the signatory to enter into a MOA with the DSWD*

WHY DOES DATA SHARING REQUIRE EXECUTION OF MEMORANDUM OF AGREEMENT?

The Listahanan's data are protected under a Memorandum of Agreement, which ensure that the data will be used only for its intended purposes. This is also in consonance with the Data Privacy Act of 2012, which intends to protect the integrity and security of personal and sensitive information of the households.



THE DATA SHARING AGREEMENT STIPULATES THAT THE DATA USER MUST:

- Integrate Listahanan in all its social marketing activities -- highlighting or emphasizing the use of the targeting system in identifying beneficiaries of its social protection programs and projects.
- Provide regular feedback on data utilization and resolution on complaints regarding beneficiary eligibility.
- Ensure the confidentiality and use of requested data only for purposes agreed upon.

WHAT NATIONAL GOVERNMENT PROGRAMS USE THE LISTAHANAN DATABASE?

National government programs that currently provide services to the Listahanan-identified poor households include the Pantawid Pamilyang Pilipino Program or the Philippine Conditional Cash Transfer Program, Philhealth Indigent Program.





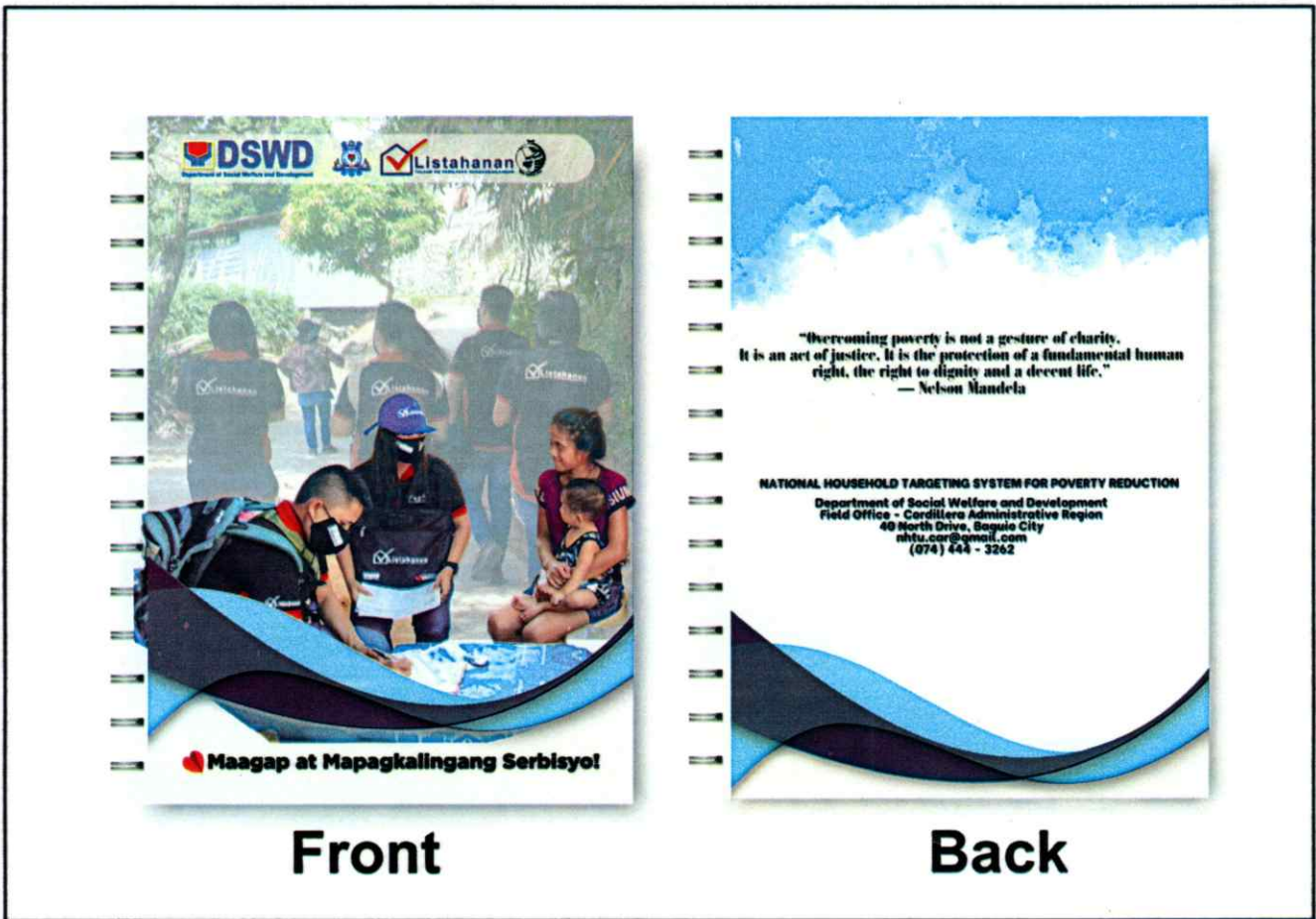
IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-096

Date and time received: _____

Type of IEC Material: Listahanan Notebook

Specification of IEC Materials: 10x15cm, full color, glossy finish ;



Front

Back

Comments: Awaiting for final instruction on the placement of Bagong Pilipinas Logo.

Prepared:

[Signature]
JOANNA MARIE M. CAPONPON-APOSTOL
 Administrative Assistant III

Recommended for Approval:

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

Approved:

For the Regional Director:
[Signature]
AMELYN P. CABRERA
 SWO V, OIC-ARD for Operations

LEO L. QUINTILLA
 Regional Director



DRN: CAR-FO-SMU-SS-IEC-23-08-27421-S

IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-094

Date and time received: _____

Type of IEC Material: Listahanan Notepad

Specification of IEC Materials: 10x15cm



Comments: Waiting for final instruction on the placement of the Bayang Pilipinas logo.

Prepared:

Joanna Marie M. Caponpon-Apostol
JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:

Nerizza Faye G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

For the Regional Director:

Approved:

AMELYN P. CABRERA
SWO V, OIC-ARD for Operations

LEO L. QUINTILLA
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-092 Date and time received: _____

Type of IEC Material: Listahanan Advocacy Shirt

Specification of IEC Materials: Mix of cotton polyester polo shirt, printed logos and designs



Note: _____

Comments: Awaiting for the final instructions from the province of Baguio

Prepared:

Joanna Marie M. Caponpon-Apostol
JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:

Nerizza Faye G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

LEO L. QUINTILLA
Regional Director

For the Regional Director:
Amelyn P. Cabrera
AMELYN P. CABRERA
SWO V, OIC-ARD for Operations



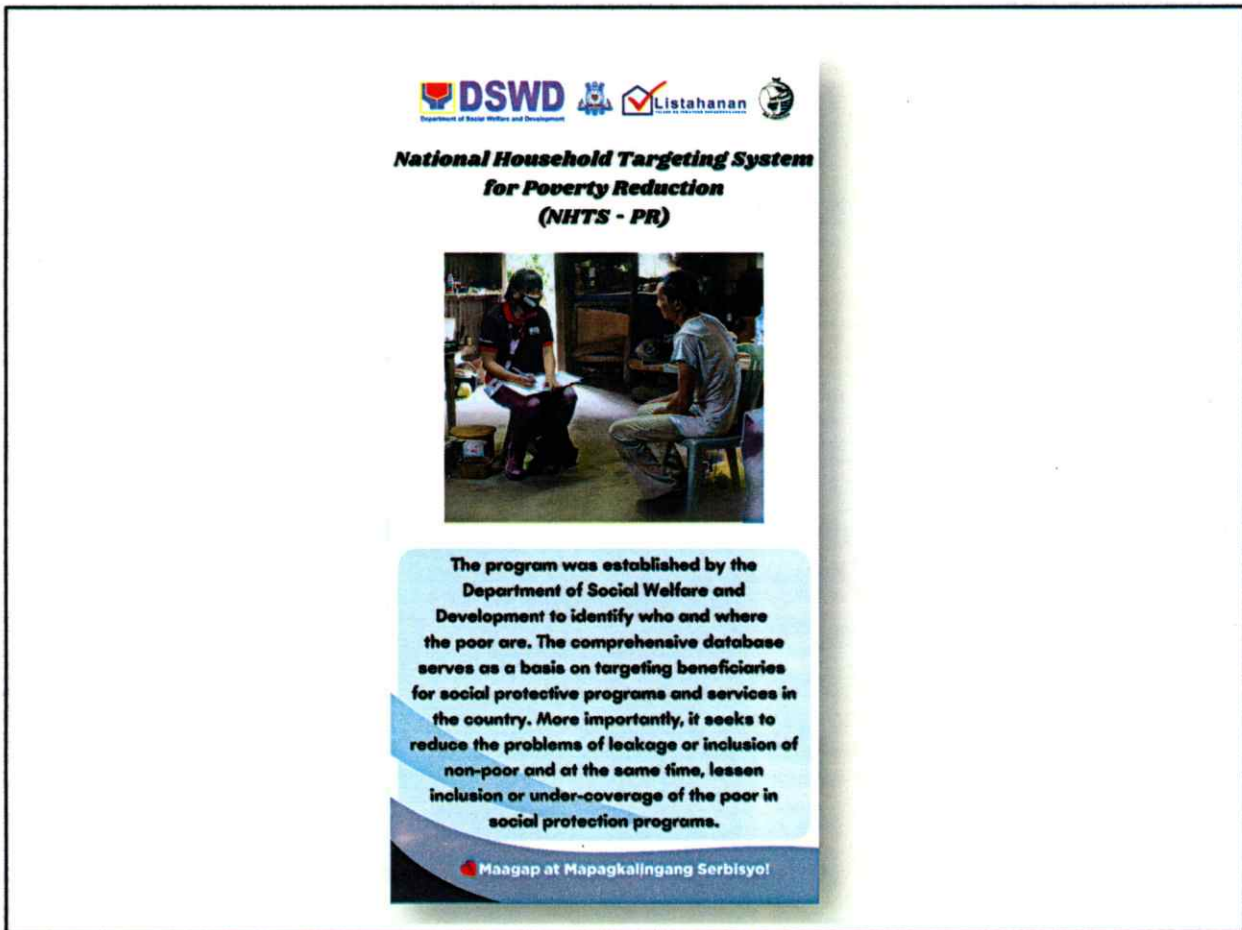
IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-093

Date and time received: _____

Type of IEC Material: Tarpaulin for NHTS - PR

Specification of IEC Materials: 3x4ft TARPAULIN



Comments: awaiting for final instruction on the placement of bagong
listahanan logo

Prepared:

Joanna Marie M. Caponpon-Apostol
JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:

Nerizza Faye G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

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