

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2023-06-464 RFQ No.: 2023-09-1084
End-user: SLP -SMM Date: SEP 25 2023
Name of Project: ABC: ₱200,000.00

PRINTING AND PRODUCTION OF THE SLP SOCIAL MARKETING AND ADVOCACY
ACTIVITIES FOR CY 2023 FUNDERD BY NPMO

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 29 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 Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - c. **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 THE SLP SOCIAL MARKETING AND ADVOCACY ACTIVITIES FOR CY 2023 FUNDERD BY NPMO					
1	SLP FAN FLYERS -8 x 8 INCH -.6mm - 1mm -PVC PLASTIC MATERIALS -PRINTED BACK TO BACK -UV DIRECT PRINT -GLOSSY -FULL COLOR	400	PCS			
2	PLAQUE -ACRYLIC -SIZE: 5.5 x 8 INCHES -FULL COLOR	12	PCS			
3	TARPAULIN -8FT x 6FT -FULL COLOR	6	PCS			
4	SLP PRIMER NOTEBOOK -150 PAGES -80 GSM -COLORED PRINTING -SIZE 8.5 BY 6 INCHES -HARD COVER PAGES GLOSSY FINISH -PERFECT BLIND	480	PCS			
5	PERSONALIZED PEN -SILVER CASING -0.5 BALLPOINT -BLACK INK -w/ PRINT FULL COLOR	300	PCS			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
	Delivery of Goods is within 15 working 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



IEC DESIGN APPROVAL FORM

IEC Material Number: 2023-SMU-IEC-105 Date and time received: 19 September 2023

Type of IEC Material: Fan Flyer, Plaque, SLP Primer Notebook, Customized Pen, Tarpaulin, Plaque

Specification of IEC Materials:

Fan Flyer: 8x8inch, PVC Plastic Material, Printed back-to-back, UV Direct print

Front:



PAGE 1 of 1

DSWD Field Office Cordillera Administrative Region, North Drive, Baguio City, Philippines 2600
Website: www.car.dswd.gov.ph Tel Nos. (074) 661 0430 | (0917) 396 6580 | (0917) 871 9893 | (0917) 872 0256



CERTIFIED TRUE COPY

NERISSA RYZE G. VILLALBA-TRINIDAD

Scanned with CamScanner

Back:

Sino ang maaaring makatanggap ng tulong mula sa SLP?



- Miyembro ng Pantawid Pamilyang Pilipino Program (4P's)
- Mga mahihirap na natukoy sa Listahanan database
- Mga pamilyang kabilang sa marginalized at vulnerable sectors e.g. Indigenous People (IP), at Persons with Disability (PWD)
- Mga walk-in clients/referred individuals

Ano-anong mga assistance ang maaaring matanggap mula sa SLP?

Ang programa ay nagbibigay ng supporta sa iba't-ibang klase ng hanapbuhay sa pamamagitan ng dalawang pangunahing tahakin o program tracks:

MICRO-ENTERPRISE DEVELOPMENT (MD)

Nilalayan na tulongan ang mga kalahok sa pagtitsimula, pagpapatuloy, at pagpapalawak ng mga negosyo o micro-enterprises.

EMPLOYMENT FACILITATION (EF)

Nilalayan ng EF Track na ihanda at suportahan ang mga kwalipikadong kalahok sa paghahanap, pagpasok, at pananaliti sa kapaki-pakinabang na trabaho.

Paano makasali sa SLP?

Bisitahin ang inyong City/Municipal Social Welfare and Development Office (C/MSWDO) at makipag-ugnayan sa itinalagang SLP Project Development Officer (PDO) ukol sa iskedyul ng mga SLP Activities.

Tiyakin na makakadala sa naka-iskedyul na SLP Activity sa inyong lugar at makiusap sa mga gawain na ipagpapadaloy ng SLP PDO.

Ipagpapatuloy ang iba pang mga gawain batay sa kwalipikasyon ng kalahok. Ipapaliwanag ng SLP-PDO ang pangkabuuang proseso ng programa at kung paano maipagpatuloy ang pakikilahok sa potensyal na proyektong pangkabuhayan.

Sulong Kabuhayan
tungo sa *Pagyabong!*

PAUL J. LAFAY

DSWD | FIELD OFFICE CAR | OFFICE OF THE REGIONAL DIRECTOR

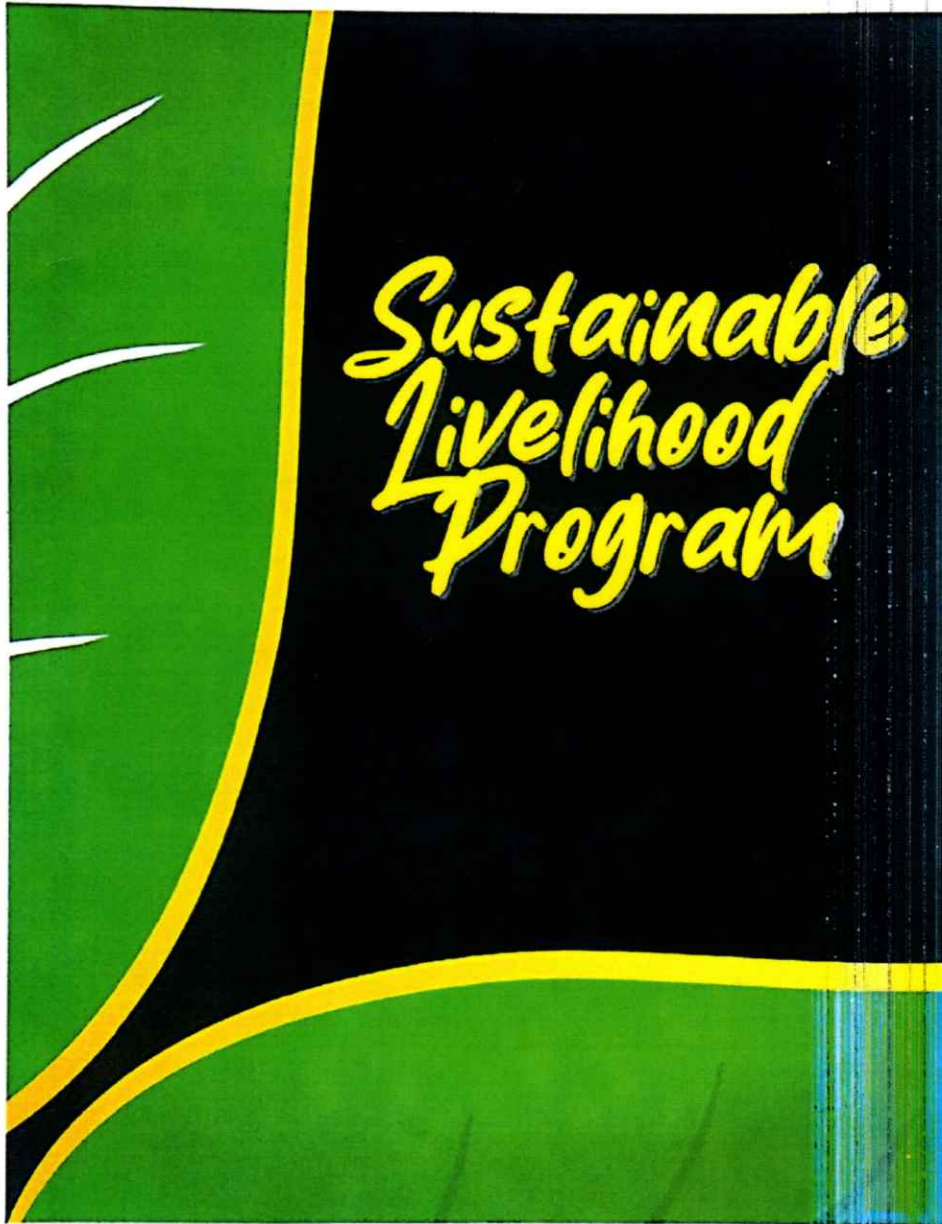
CERTIFIED TRUE COPY

NERISSA G. VILLANUEVA-TRINIDAD

SLP Primer Notebook:

150 pages; 80 gsm; colored printing; size 8.5 by 6 inches; hard cover pages glossy finish; perfect bind

Front Cover :



PAGE 3 of 3

DSWD Field Office Cordillera Administrative Region, North Drive, Baguio City, Philippines 2600
Website: www.car.dswd.gov.ph | Tel Nos: (074) 661 0430 | (02) 396 6580 | (0917) 871 9893 | (0917) 872 0256




NERISSA G.
VILLANUEVA-TRINIDAD

Back Cover:

The back cover features a black background with a large, stylized green and yellow leaf-like graphic on the right side. In the center-left, there are three logos: the DSWD logo (Department of Social Welfare and Development), the Sustainable Livelihood Program logo, and a circular logo with a hand holding a plant. Below these logos is a large yellow circle containing contact information with corresponding icons: a globe for the website, a Facebook 'f' for the social media page, an envelope for the email, a location pin for the address, and a telephone handset for the phone numbers.

DSWD
Department of Social Welfare and Development

SUSTAINABLE LIVELIHOOD PROGRAM

www.car.dswd.gov.ph

www.facebook.com/dswdfocar

focar@dswd.gov.ph

40 North Drive, Baguio City

(074) 661 0430
(0917) 871 9893
(0917) 872 0256
(0919) 065 5365 to 68


[Handwritten signature]

DSWD | FIELD OFFICE CAR | OFFICE OF THE REGIONAL DIRECTOR

CERTIFIED TRUE COPY

[Handwritten signature]
REPRESENTATIVE G.
VILLANUEVA TRINIDAD

Inside Pages:



About the SLP Logo


The new logo of SLP corresponds with the concept of the 5-year Livelihood Sustainability Plan. It defines and visualizes a plant that is slowly growing until it reaches its fruition. The inclusion of a plant in the logo is also the recognition that just like a plant, program participants' livelihoods can also be sustainable and resilient.

Vision

"The Sustainable Livelihood Program, as the leading capability-building program, envisions a transformed poor, vulnerable, and marginalized households and communities through sustainable and resilient livelihoods."

Mission

"To improve the socio-economic condition of the program participants by building sustainable livelihoods through accessing and acquiring skills and assets."

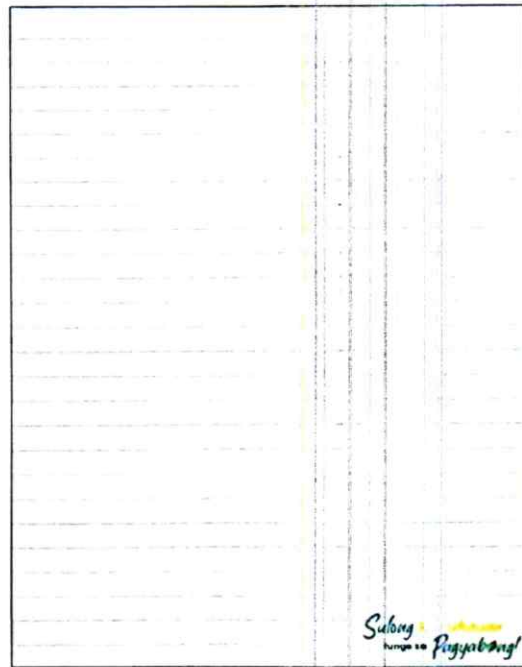



The Sustainable Livelihood Program (SLP) continues to be the Department of Social Welfare and Development (DSWD) lead livelihood capability building program for poor, vulnerable, and marginalized households and communities, that helps improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods. The program offers these two tracks:

<p>Micro-enterprise Development or (MD) Track focuses on the establishment of micro-enterprises through provision of financial capital, enhancement of skills, and building</p> <p>Seed Capital Fund (SCF) grant used for establishing an association enterprise</p> <p>Skills Training Fund (MD-STF) grant used for the acquisition of technical and vocational knowledge and skills needed in the management of micro-enterprises</p> <p>Cash for Building Livelihood Assets Fund (CBLAF) grant used to employ labor intensive projects to rebuild or protect natural and physical assets</p>	<p>Employment Facilitation or (EF) Track provides assistance to qualified members of poor households who preferred employment other than engaging in micro-enterprises</p> <p>Employment Assistance Fund (EAF) grant provided to the program participants to secure employment</p> <p>Skills Training Fund (EF-STF) grant used for the acquisition of technical and vocational knowledge and skills</p>
---	---

Eligibility Requirement:
 The target program participants of SLP are:

- Poor, marginalized, vulnerable and/or disadvantaged households, identified by the National Household Targeting System for Poverty Reduction (NHTS-PR) prioritizing 4Ps participants
- MD Track participants must be at least sixteen (16) years old to participate with legal consent from parents or guardian, while EF Track participants must be at least eighteen (18) years old upon employment
- Each household can enroll a maximum of two (2) members pursuing two (2) different tracks ... MD through resource-based and market driven sustainable microenterprises, and EF



CERTIFIED TRUE COPY

NERISSA G. VILLANUEVA-TRINIDAD

SLP 5 Year Livelihood Sustainability Plan



Year 1: Punla

This year can be equated to seed planting, wherein the DSWD/SLP carefully prepares and cultivates the program participants with the basic knowledge and skills in starting up their own micro-enterprises or in securing an employment.



Year 2: Usbang

Centers on the seed progress and self-sustainability, wherein the program participants are able to maintain their livelihood operational and secure positive gross sales and net income.



Year 3: Sibol

For Year 3, as the seed starts to sprout and grow, the goal of the SLP is to bring the program beneficiaries to new heights.



Year 4: Yabong

At the point of reaching the state of abundance, in Year 4, the program participants are expected to prosper and bring their products to a wider and multi-faceted market to attract stable institutional buyers.



Year 5: Ani

As the culminating and graduation phase of the Program, Year 5 is the condition of fruition and harvesting wherein the SLP will conduct the actual graduation ceremonies of the program participants.

Source: DSWD Memorandum Circular No. 17, Series of 2012

*Sulong Kabuhayan
tunga sa Pagyabong!*

*Sulong
tunga sa Pagyabong!*

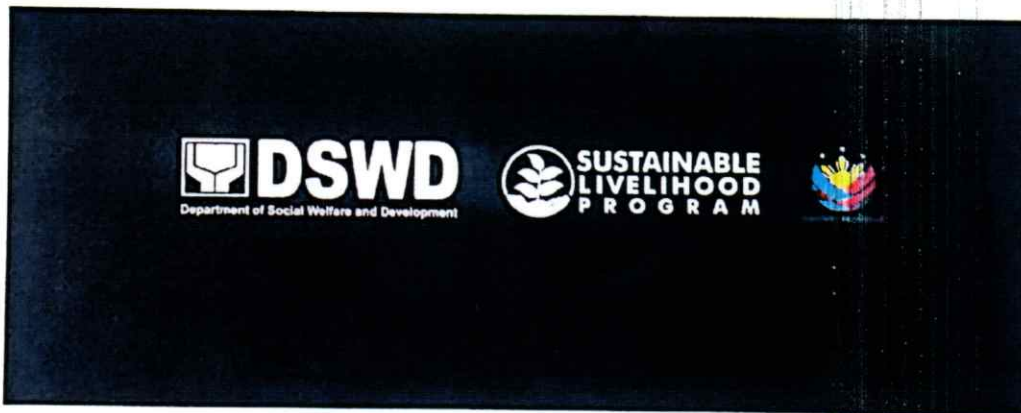


*Sulong
tunga sa Pagyabong!*

CERTIFIED TRUE COPY

**NERIZEL RYE G.
VILLANUBA-TRINIDAD**

Customized Pen: metallic casing, .5 ballpoint, black ink



PAGE 5 OF 5

DSWD Field Office Cordillera Administrative Region, 10 North Drive, Baguio City, Philippines 2600
Website: www.car.dswd.gov.ph | Tel Nos: (074) 661-0430 | (02) 396-6580 | (0917) 871-9893 | (0917) 872-0256



CERTIFIED TRUE COPY


NEVILA EYE G.
VILLANUEVA-TRINIDAD

Scanned with CamScanner

Tarpaulin: 8x6 ft

DSWD
Department of Social Welfare and Development

SUSTAINABLE LIVELIHOOD PROGRAM

Sulong Kabuhayan
hango sa Pagpapangal

Panoolnong di Sig-ed

Ang Pagdiriwang ng PagSulong, SLP's Mainstreaming Recognition Rites

Venue | Date

www.dswd.gov.ph

Facebook, Twitter, YouTube, Instagram icons

dswdserves dswdphilippines

#BawatBuhayMatawagSaDSWD
#SustainableLivelihoodProgram

16 of 19

DSWD | FIELD OFFICE CAR | OFFICE OF THE REGIONAL DIRECTOR

CERTIFIED TRUE COPY

NERZELLE G. VILLANUEVA-TRINIDAD

Plaque: Acrylic, Size: 5.5 x 8 inches



Prepared by:


JEZEBEL L. GUMATAY
Project Development Officer II

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

For the Regional Director:

Approved: 
ENRIQUE H. GASCON JR.
Director III, ARD for Administration

LEO L. QUINTILLA
Regional Director

PAGE 9 of 9

DSWD Field Office Cordillera Administrative Region, 40 North Drive, Haguin City, Philippines 2600
Website: www.dswd.gov.ph | Tel Nos. (074) 661-0430 | (02) 396-6580 | (0917) 871-9893 | (0917) 872-0256



CERTIFIED TRUE COPY


NERIZZA FAYE G. VILLANUEVA-TRINIDAD

Scanned with CamScanner