

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2023-07-573  
End-user: SMU  
Name of Project:

RFQ No.: 2023-09-1079  
Date: SEP 26 2023  
ABC: ₱171,000.00

PRINTING AND PRODUCTION OF LISTAHANAN 3 ADVERTISING EXPENSES

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](mailto:bacsec.car@dswd.gov.ph) on or before SEP 27 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).**
    - 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](mailto: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	<b>LISTAHANAN PROJECT CYCLE BROCHURE</b> -A4 size -glossy finish -GSM120 -full color -trifold  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pieces			
2	<b>LISTAHANAN DATA SHARING PROCESS BROCHURE</b> -A4 size -glossy finish -GSM120 -full color -trifold  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pieces			
3	<b>LISTAHANAN notebook</b> -spiral -hardbound cover -full color -glossy finish  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	500	pieces			
4	<b>LISTAHANAN notepad</b> -10cm x 15cm  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1000	pads			
5	<b>Personalized polo shirt</b> - (2 colored) printed loghos and designs -various sizes  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	100	pieces			
6	<b>3 x 4 Tarpaulin</b> -Full Color  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pieces			
<b>TOTAL PRICE</b>						







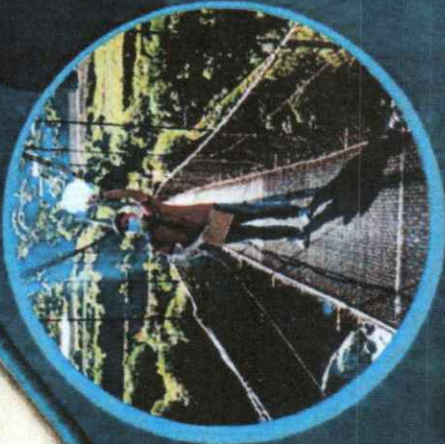
**Karagdagang  
Kaalaman  
tungkol sa**

## **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 maginging banepisyaryo 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>



## 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 nagsusulong 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.



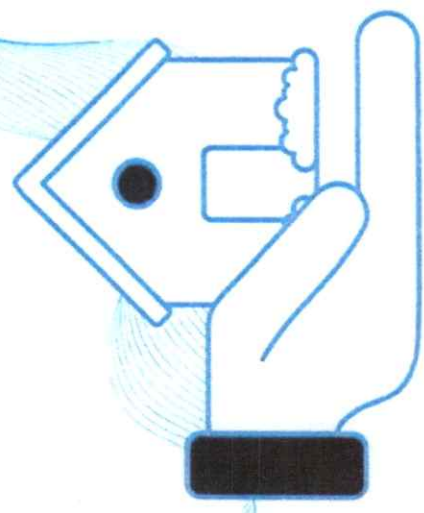
## MGA LAYUNIN NG PROGRAMA

- Makabuo ng wasto as dekalidad na talaan ng mga sambahayan nasa kahirapan upang maiwasang mapasama ang mga indibidwalo 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.





# NATIONAL HOUSEHOLD TARGETING SYSTEM FOR POVERTY REDUCTION



# DATA SHARING PROTOCOL

Maagap at Mapagkalingang Serbisyo!



## KNOWING WHO AND WHERE THE POOR ARE

### 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/>



Department of Social Welfare and Development  
CORDILLERA ADMINISTRATIVE REGION

40 North Drive, Baguio City, 2600

(074) 661 - 0430

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



## 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.

## 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.

## 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.







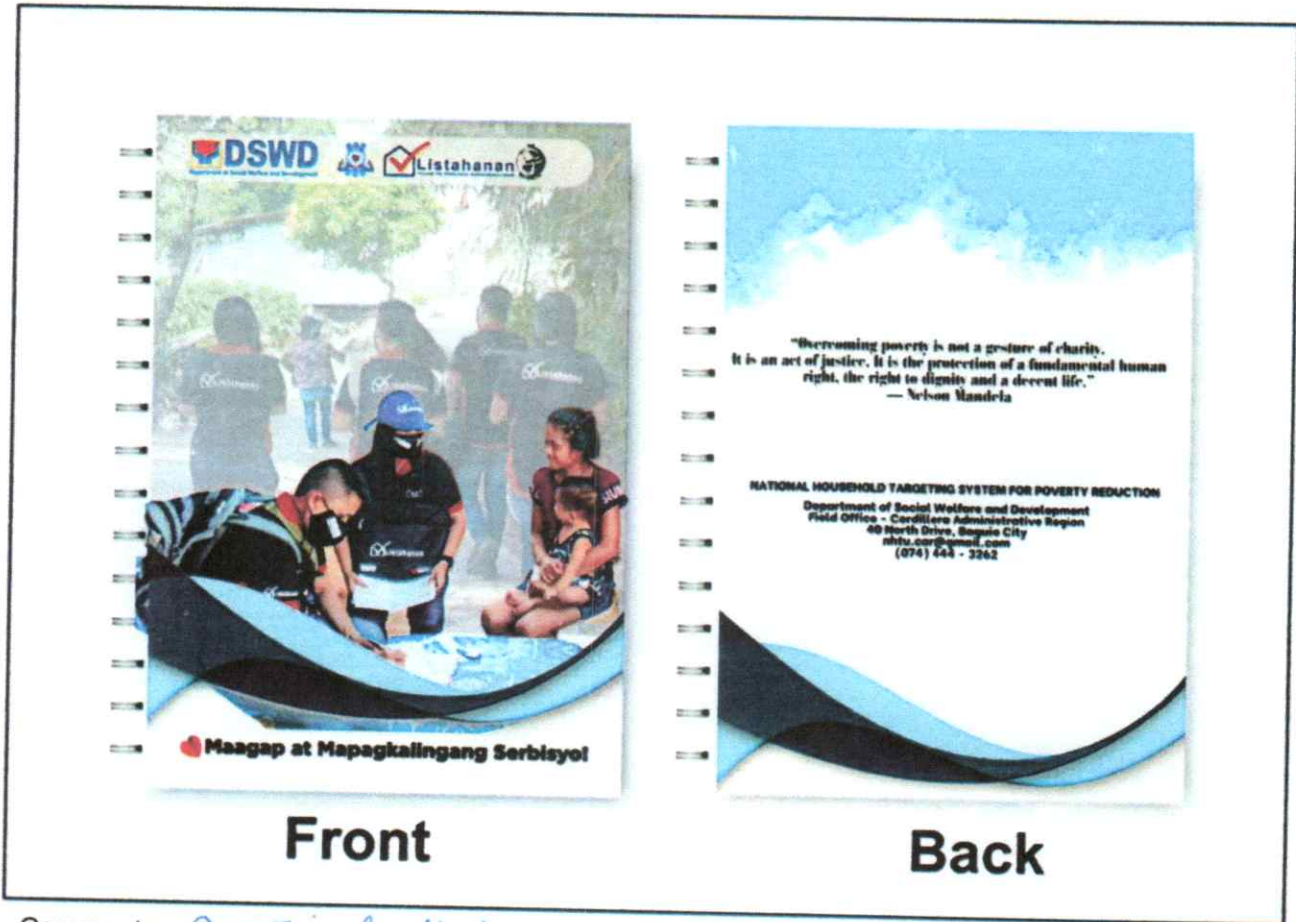
**IEC DESIGN APPROVAL FORM**

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]*  
**AMELIA Y. CARRERA**  
SWD Regional Director

**LEO L. QUINTILLA**  
Regional Director



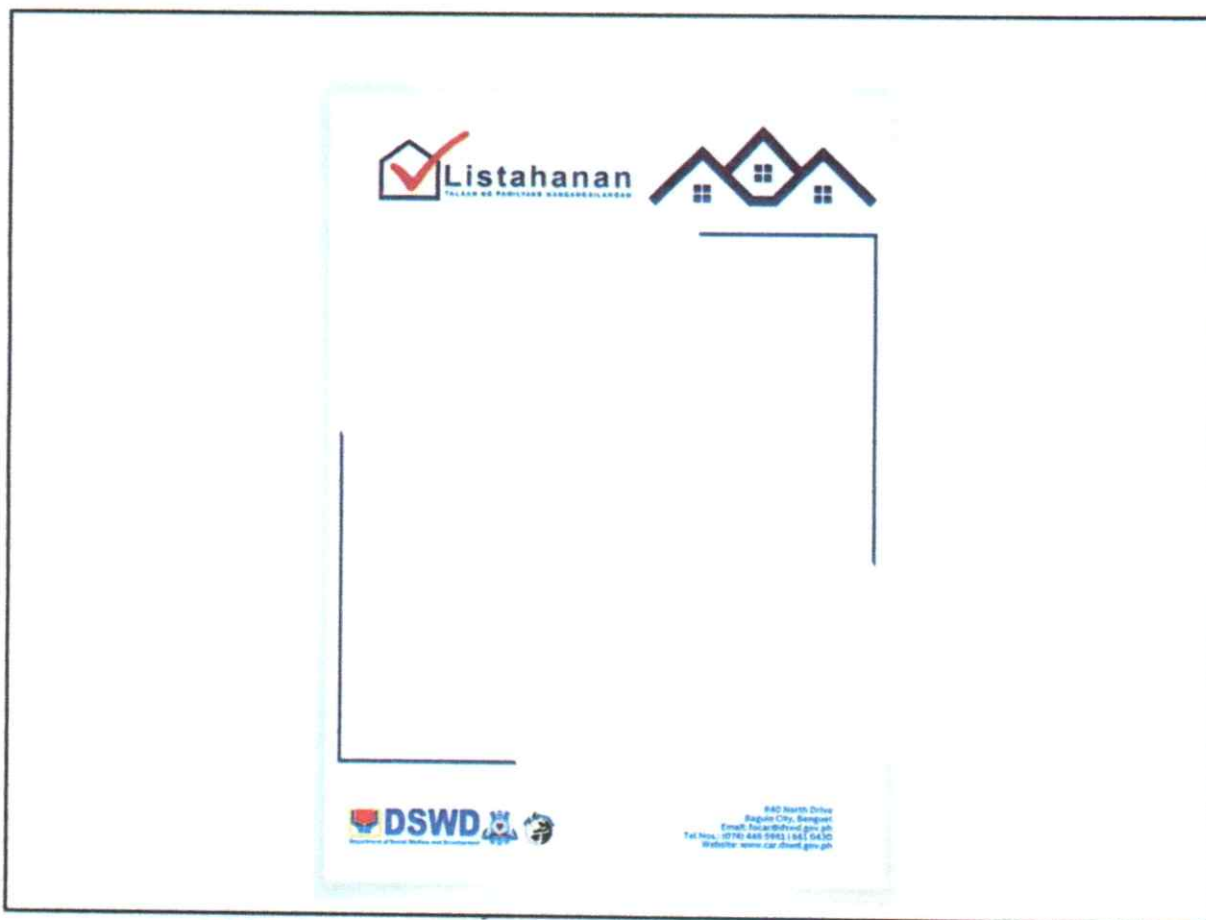
**IEC DESIGN APPROVAL FORM**

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 Bagong Pilipinas logo.

Prepared:

  
**JOANNA MARIE M. CAPONPON-APOSTOL**  
Administrative Assistant III

Recommended for Approval:

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

Approved:

  
**LEO L. QUINTILLA**  
Regional Director

For the Regional Director:

**AMELIA D. OBERERA**  
SWD V. C. Cordillera Region





**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: Waiting for the final instruction on the placement of Bayang <sup>Prinsip</sup> 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:

**LEO L. QUINTILLA**  
Regional Director

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





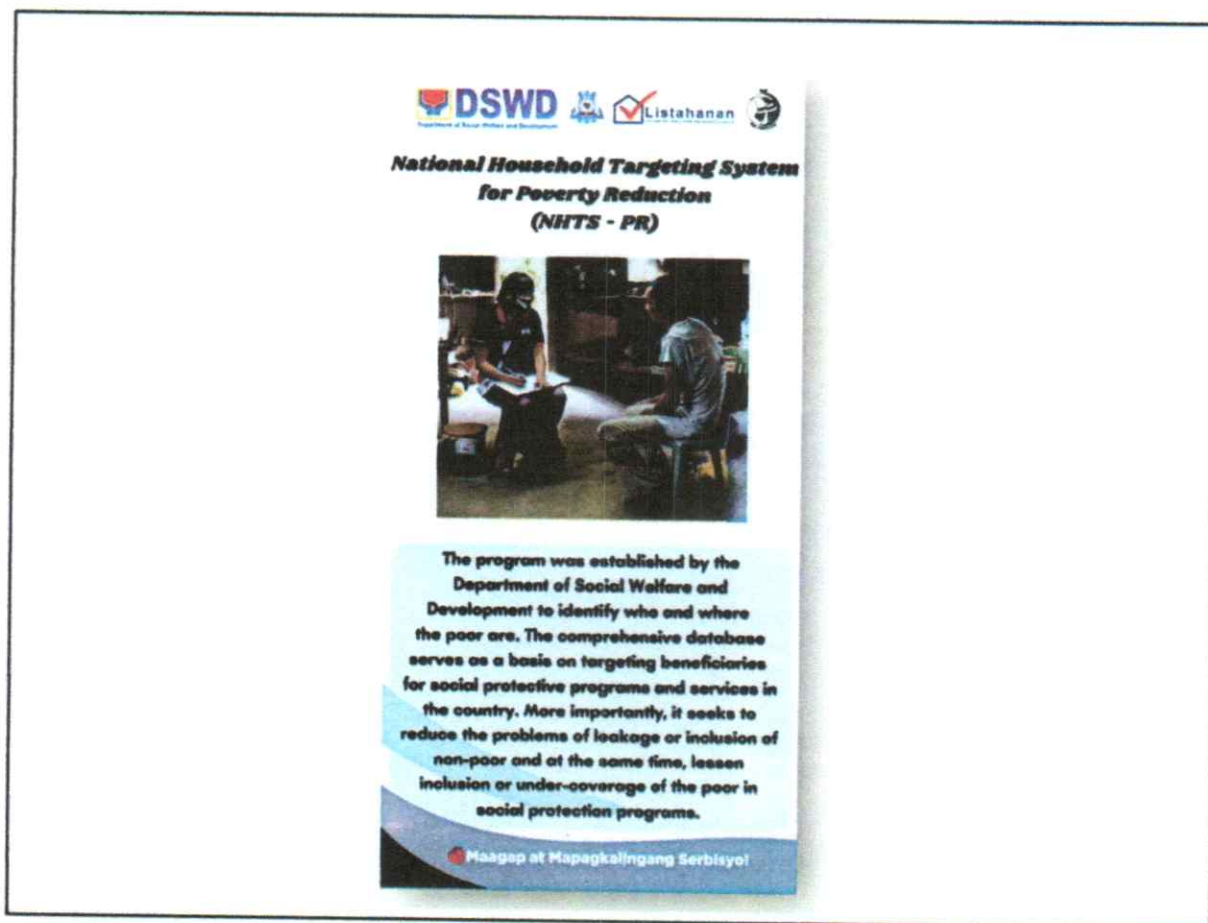
**IEC DESIGN APPROVAL FORM**

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 plan sheet 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:

For the Regional Director:  
  
**AMELINDA CABRERA**  
 SWD, Division Office - Region I

**LEO L. QUINTILLA**  
 Regional Director