

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City  
**REQUEST FOR QUOTATION (RFQ)**

PR/PP

No.: 2024-01-020

End-user: STU

Name of Project:

RFQ No.: 2024-01-126

Date:

ABC: ₱150,000.00

JAN 18 2024

**PRODUCTION OF STU IEC MATERIALS FOR 2024**

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

JAN 23 2024, 12:00 NN.

  
RINA CLAIRE L. REYES  
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)**.

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**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
<b>PRODUCTION OF STU IEC MATERIALS FOR 2024</b>					
1	<b>FROSTED SUBLIMATION MUG</b> -325mL with colored print(size: 9.6cm H, 8.2cm W, with cover and with handle: with completed ST design and DSWD logo, with STB log  <b>DISTRIBUTION</b> *YBP print=70 mugs *CAREABLE print= 100 mugs *CIAGV print=100 mugs *TeamBRE print=100 mugs *HCSSC print=100 mugs *FDAPP print=70 mugs *SHIELD print=60 mugs and *CSRPDV print=50 mugs  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	650	pieces		
2	<b>HANDWOVEN POUCH</b> -Size: 8 in L,4 in H, 2 in W;with one zipper and two compartments inside; with DSWD Logo; with STB logo; hot pressed or patched  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	25	pieces		
3	<b>SOCIAL TECHNOLOGY UNIT PERSONALIZED NOTEBOOK</b> -specifications: 5.5 inches W by 8.2 inches H,colored print on front and back cover, glossy board front and back cover matte finish, double ring for spiral binding, 36 glossy pages containing the Completed Social Technology Briefer and a monthly planner on its back, 4pcs stack of line pages of Munken paper placed in between briefers  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	160	pieces		
<b>TOTAL PRICE</b>					
<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
<i>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 lastday of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.</i>		[ ]	[ ]		
<i>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</i>		[ ]	[ ]		
<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 Convoasser

*Y.MEL/CI*



**IEC DESIGN APPROVAL FORM**

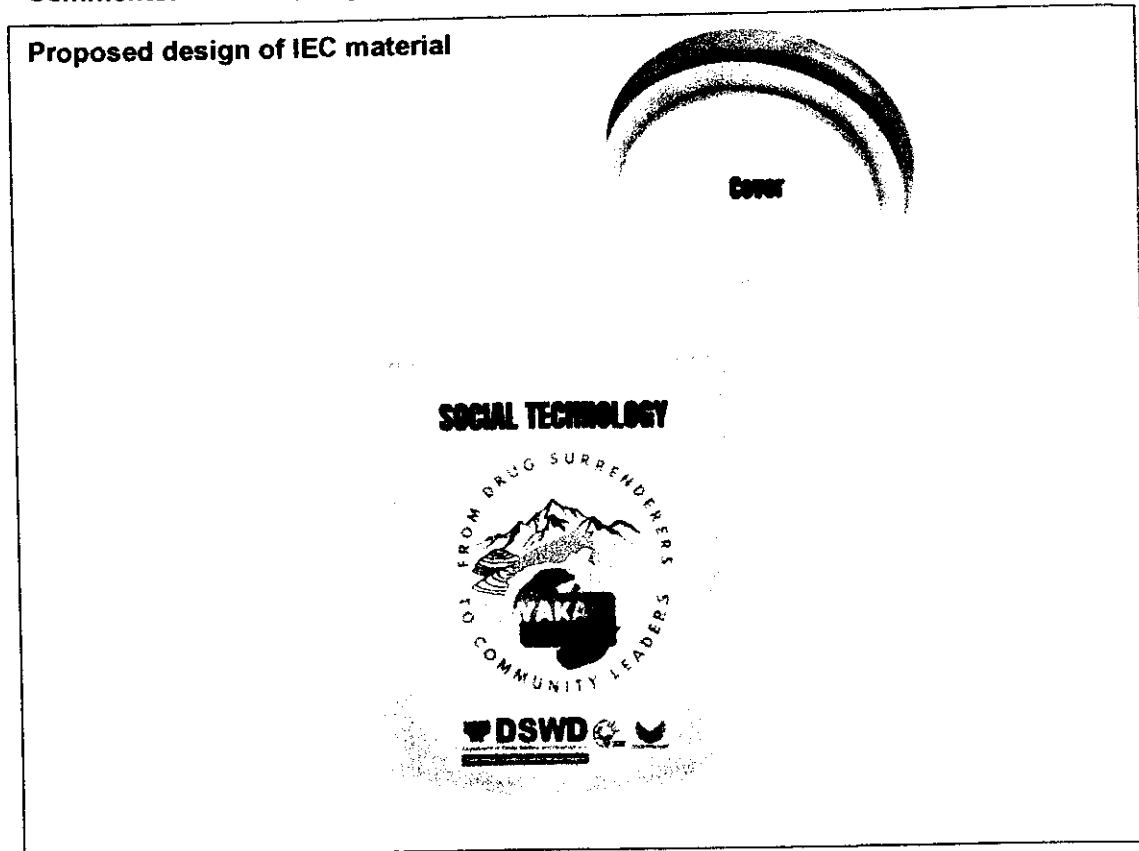
IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

Type of IEC Material: Yakap Bayan Program (YBP) Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments

**Proposed design of IEC material**



Prepared by:

  
**SHARENE K. PANGESFAN**  
Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

  
**RINA CLAIRE L. REYES**  
OIC ARD for Administration

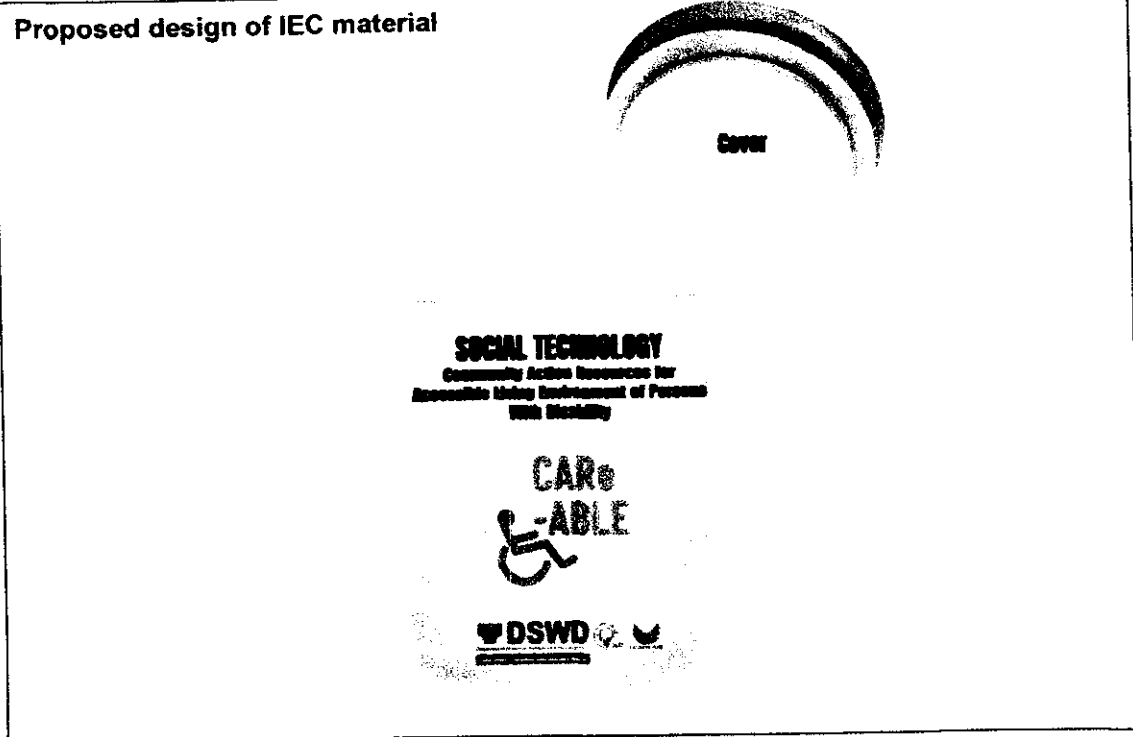
**IEC DESIGN APPROVAL FORM**

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

Type of IEC Material: CARe-ABLE Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments



Prepared by:

*[Signature]*  
**SHARENE B. MANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*[Signature]*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration

**IEC DESIGN APPROVAL FORM**

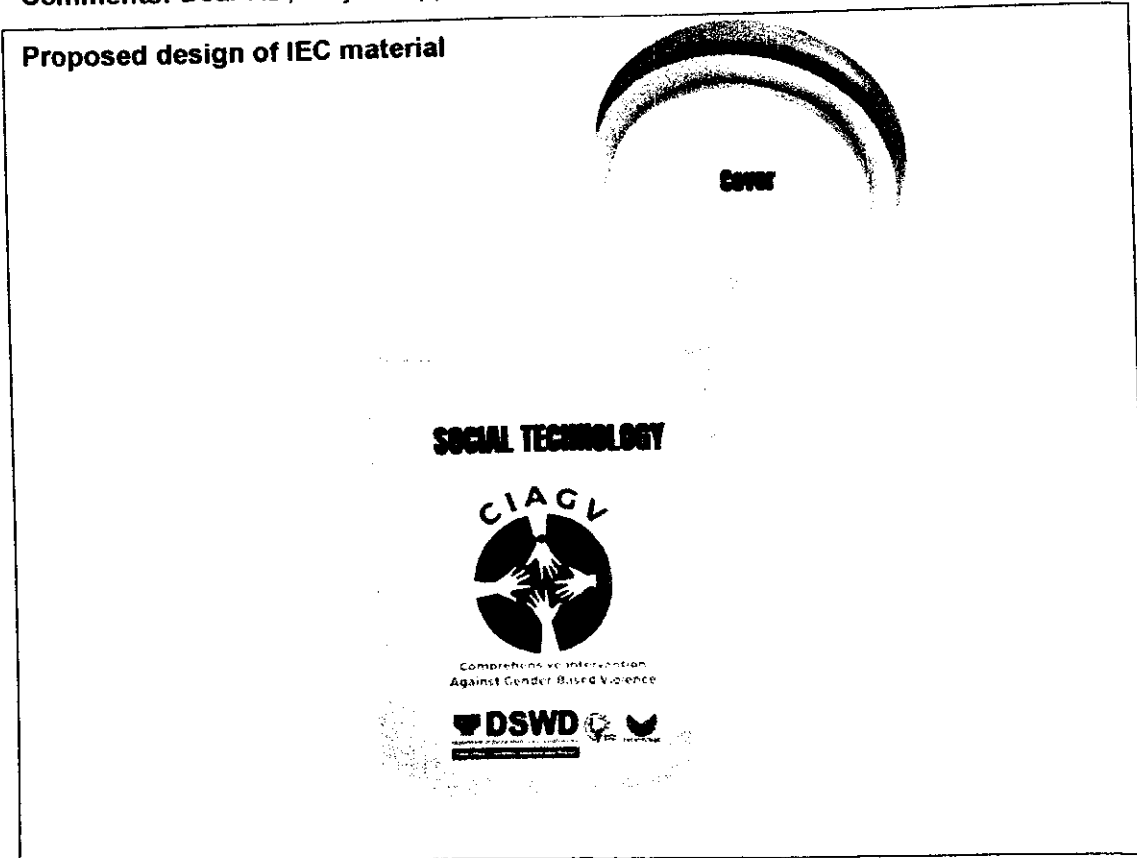
IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

Type of IEC Material: CIAGV Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments

**Proposed design of IEC material**



Prepared by:

*Sharene F. Pangsefan*  
**SHARENE F. PANGSEFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*Rina Claire L. Reyes*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration

**IEC DESIGN APPROVAL FORM**

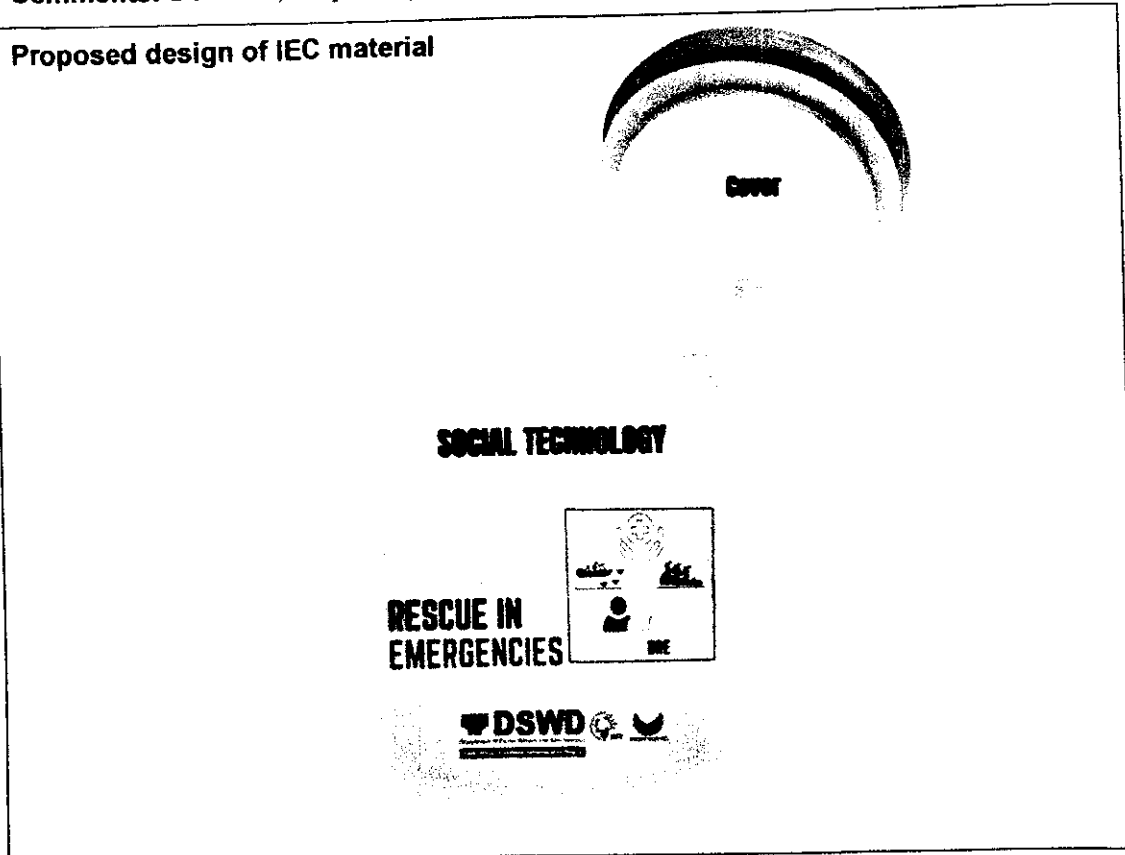
IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

Type of IEC Material: TEAMBRE Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments

Proposed design of IEC material



Prepared by:

*Sharene F. Frangesfan*  
**SHARENE F. FRANGESFAN**  
 Project Development Officer II

Recommended for Approval:

*Nerizza Faye S. Villanueva-Trinidad*  
**NERIZZA FAYE S. VILLANUEVA-TRINIDAD**  
 Regional Information Officer

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*Rina Claire L. Reyes*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration

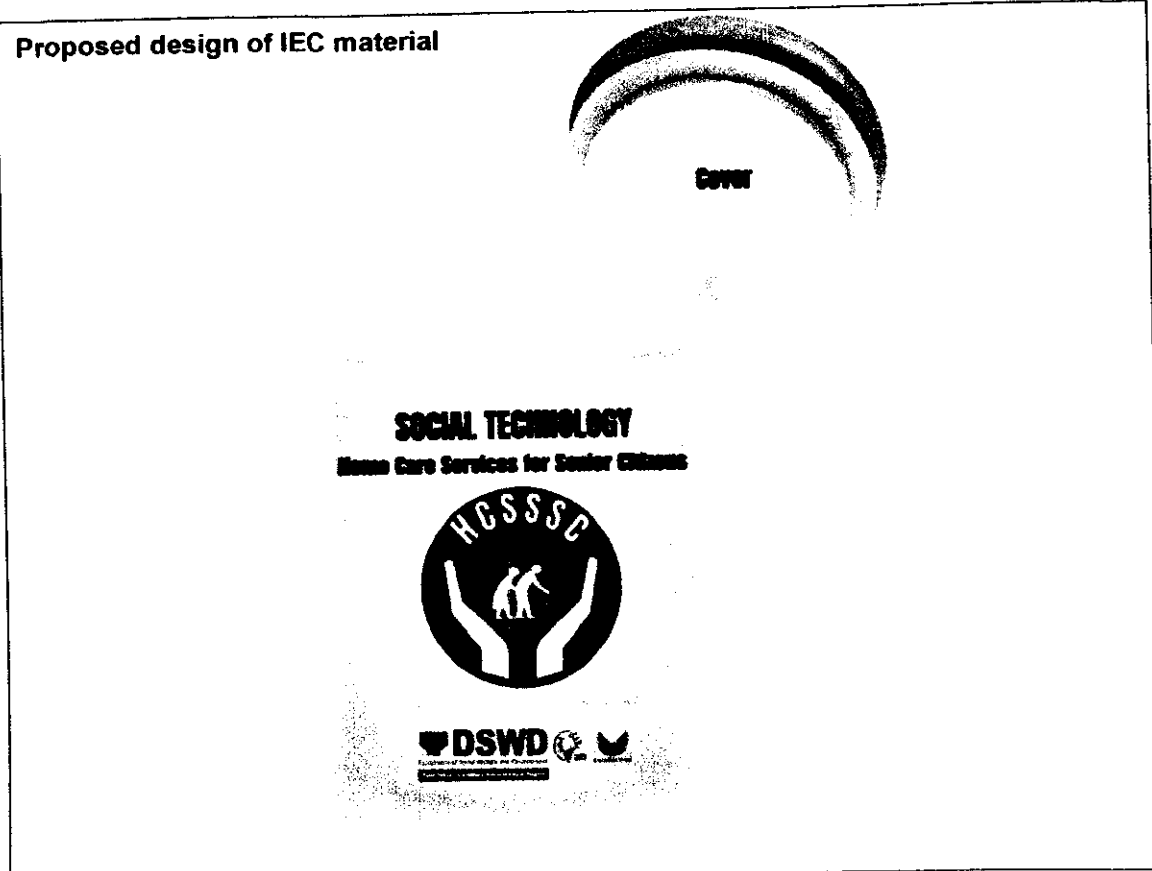
**IEC DESIGN APPROVAL FORM**

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

Type of IEC Material: Home Care Support Services for Senior Citizens Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments



Prepared by:

*Shareene F. Pangesan*  
**SHAREENE F. PANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*Rina Cairel L. Reyes*  
**RINA CAIREL L. REYES**  
 OIC/ARD for Administration

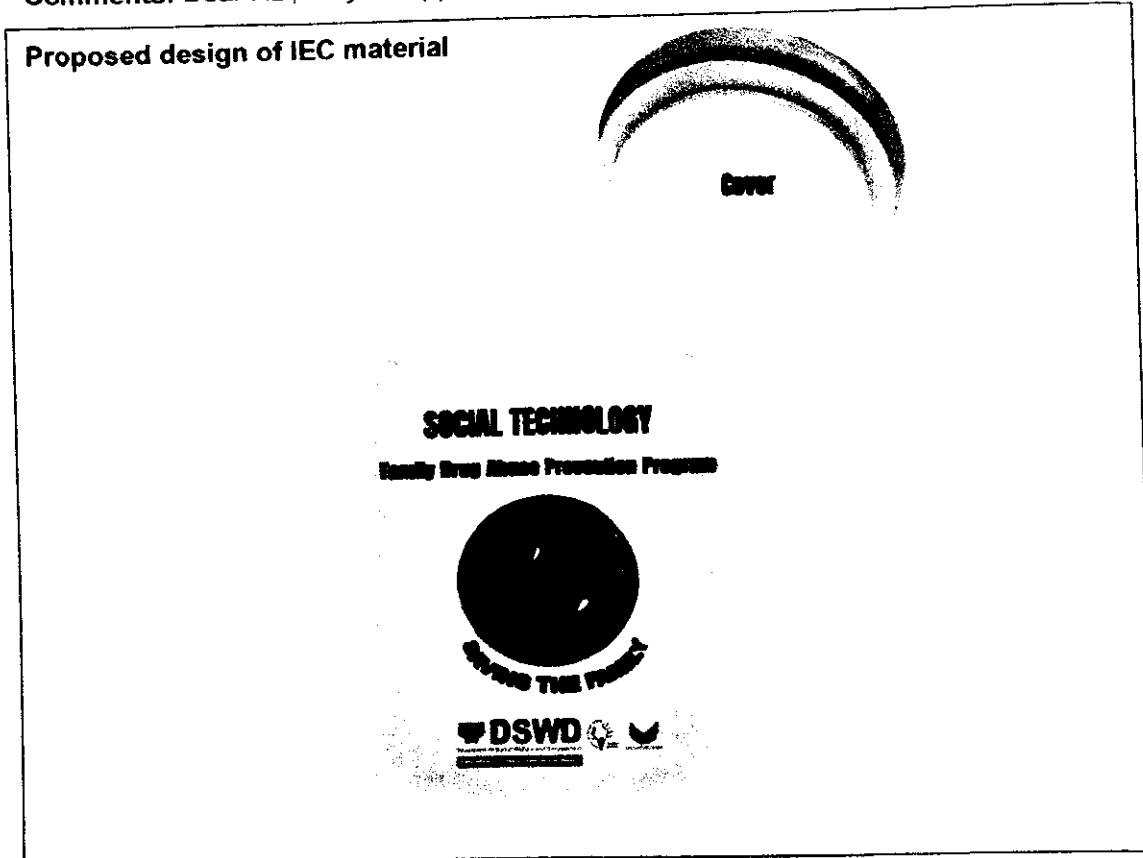
**IEC DESIGN APPROVAL FORM**

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

Type of IEC Material: FDAPP Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments



Prepared by:

*[Signature]*  
**SHAREENE F. RANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*[Signature]*  
**RINA CLAIRE D. REYES**  
 OIC ARD for Administration



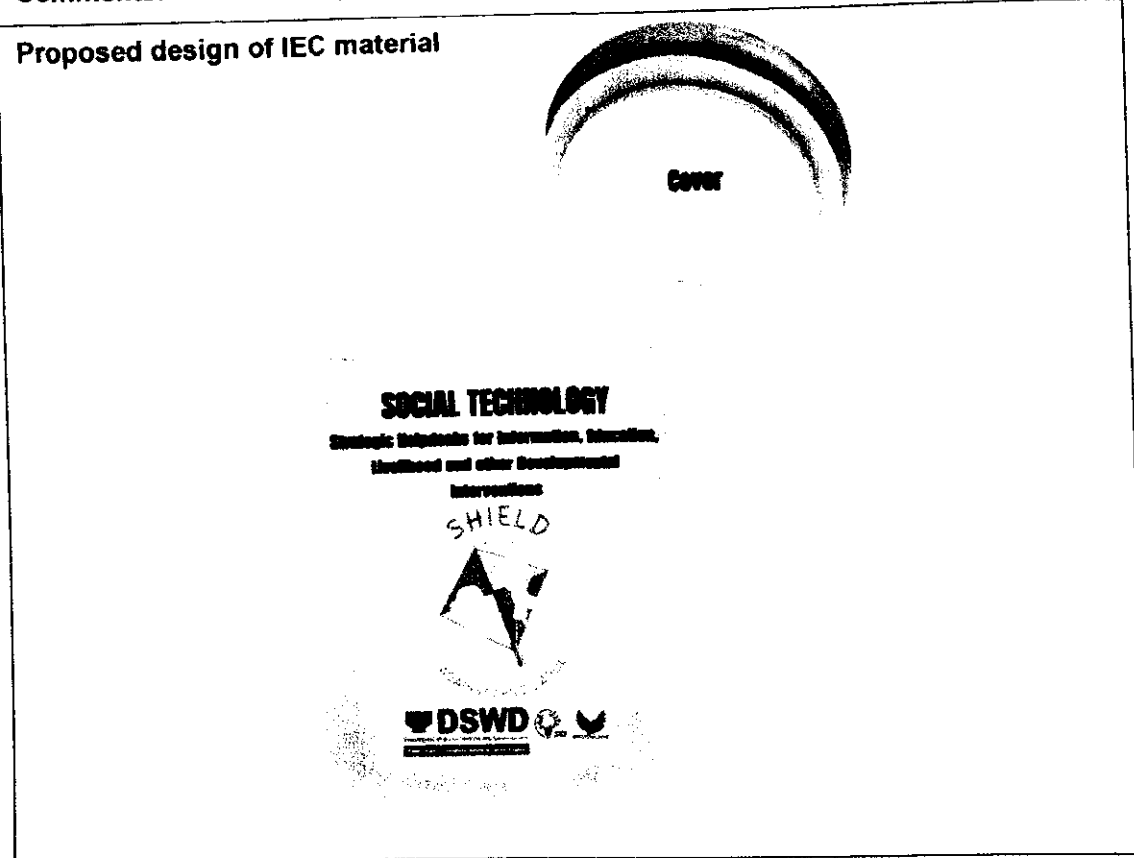
**IEC DESIGN APPROVAL FORM**

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

Type of IEC Material: SHIELD Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments



Prepared by:

*[Signature]*  
**SHAREENE F. RANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*[Signature]*  
**RINA CLAIRE D. REYES**  
 OIC ARD for Administration

**IEC DESIGN APPROVAL FORM**

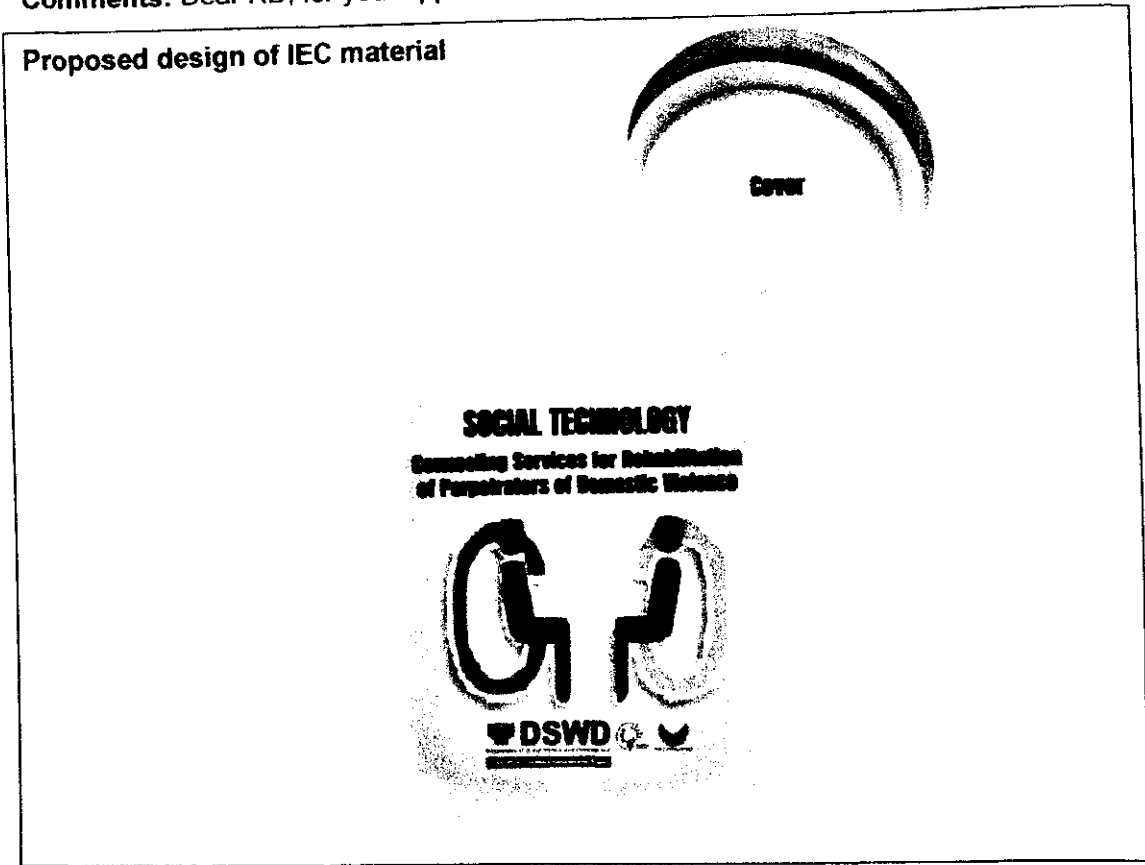
IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

Type of IEC Material: CSRPDV Frosted Glass Mug

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with cover and handle

Comments: Dear RD, for your approval and comments

Proposed design of IEC material



Prepared by:

*[Signature]*  
**SHAREENE F. PANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*[Signature]*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration

**IEC DESIGN APPROVAL FORM**

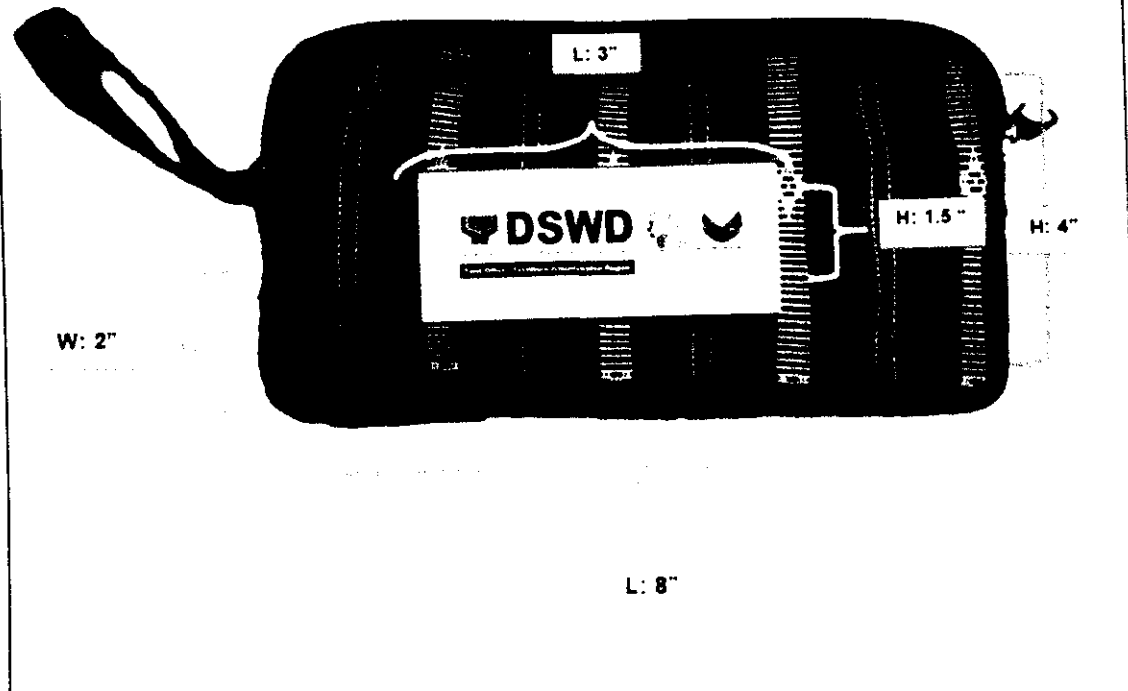
IEC Material Number: \_\_\_\_\_ Date and time received: \_\_\_\_\_

Type of IEC Material: Handwoven Pouch

Specification of IEC Materials: Size: 8 in L, 4 in H, 2 in W, with one zipper and two compartments inside; with DSWD Logo; with STB logo; hot pressed or patched)

Comments: Dear RD, for your approval and comments

**Proposed design of IEC material**



Prepared by:

*Shareene F. Pangsfan*  
**SHAREENE F. PANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*Rina Claire L. Reyes*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration

**IEC DESIGN APPROVAL FORM**


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

**Type of IEC Material:** Social Technology Unit Personalized Notebook

**Specification of IEC Materials:** 5.5 inches W by 8.2 inches H; colored print on front and back cover; glossy board front and back cover matte finish; double ring for spiral binding; 36 glossy pages containing the Completed Social Technology Briefer and a monthly planner on its back; 4 pcs stack of lined pages of Munken paper, placed in between briefers.

**Comments:** Dear RD, for your approval and comments

**Proposed design of IEC material**

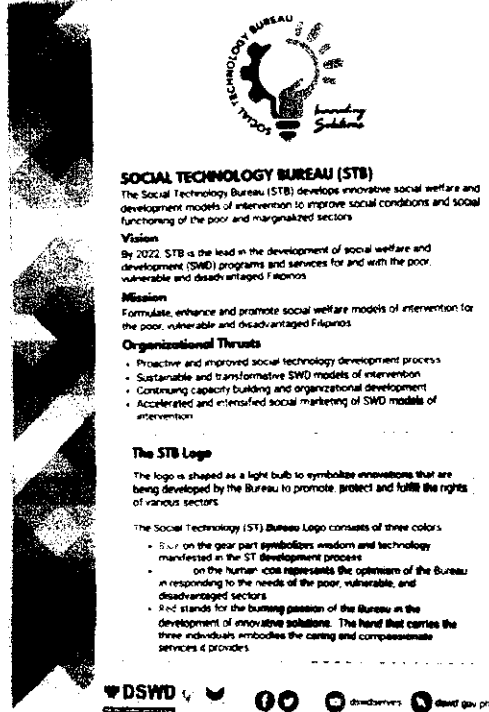


**COMPLETED  
SOCIAL  
TECHNOLOGIES**

“KUBISONG MANGAP  
MANGKANGALAY LIGAL LIGAL  
SA MATAAG SA KURIG AYER”

**DSWD**

**FRONT COVER**



**SOCIAL TECHNOLOGY BUREAU (STB)**  
The Social Technology Bureau (STB) develops innovative social welfare and development models of intervention to improve social conditions and social functioning of the poor and marginalized sectors

**Vision**  
By 2022, STB is the lead in the development of social welfare and development (SWD) programs and services for and with the poor, vulnerable and disadvantaged Filipinos.

**Mission**  
Formulate, enhance and promote social welfare models of intervention for the poor, vulnerable and disadvantaged Filipinos.

**Organizational Thrusts**

- Proactive and improved social technology development process
- Sustainable and transformative SWD models of intervention
- Conserving capacity building and organizational development
- Accelerated and intensified social marketing of SWD models of intervention

**The STB Logo**

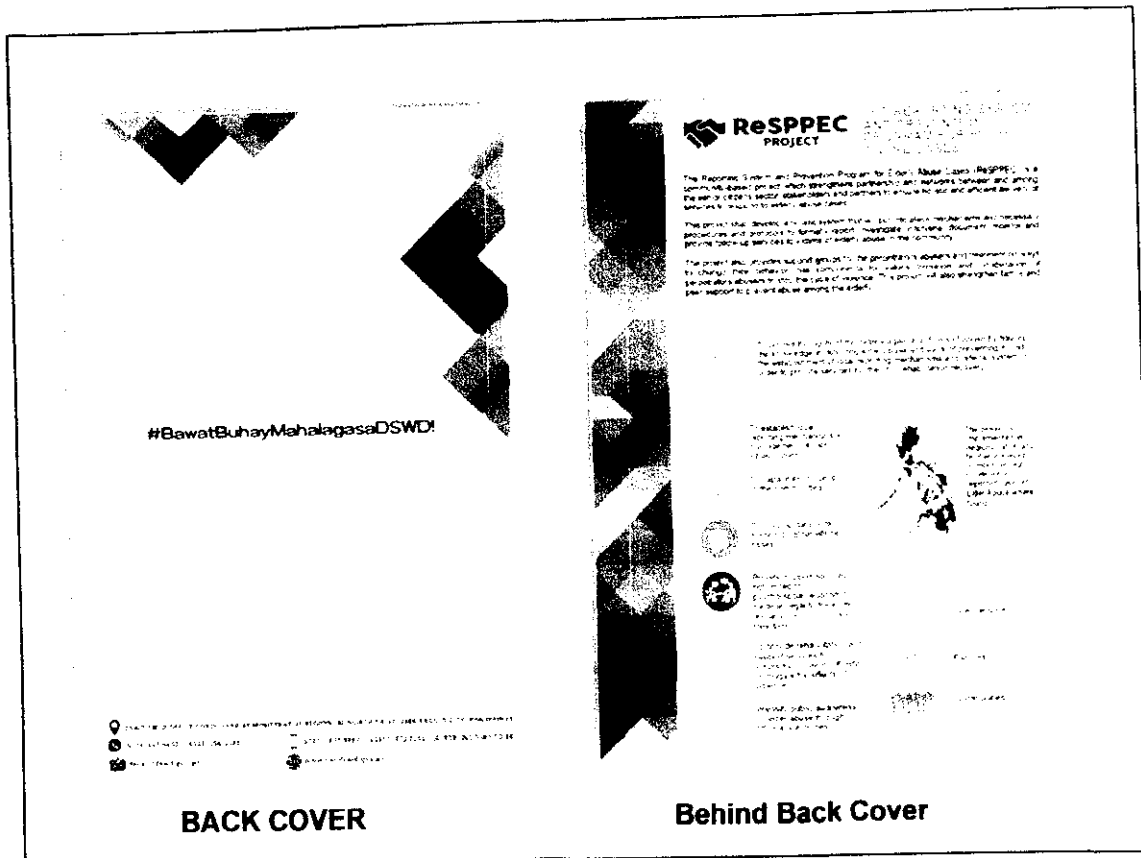
The logo is shaped as a light bulb to symbolize innovations that are being developed by the Bureau to promote, protect and fulfill the rights of various sectors.

The Social Technology (ST) Bureau Logo consists of three colors:

- Blue on the gear part symbolizes wisdom and technology manifested in the ST development process
- Green on the human icon represents the optimism of the Bureau in responding to the needs of the poor, vulnerable, and disadvantaged sectors.
- Red stands for the burning passion of the Bureau in the development of innovative solutions. The hand that carries the three individuals embodies the caring and compassionate services it provides.

**DSWD**

**Behind Front Cover**



Prepared by:

*Shareene Pangsfan*  
**SHAREENE P. PANGESFAN**  
 Project Development Officer II

Recommended for Approval:

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

Approved by:

**ENRIQUE H. GASCON JR.**  
 DIRECTOR III, Concurrent OIC Regional Director and ARD for Operations

For the OIC Regional Director:

*Rina Claire L. Reyes*  
**RINA CLAIRE L. REYES**  
 OIC ARD for Administration