

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-01-062
End-user: FMD-BUDGET
Name of Project: _____

RFQ No.: 2024-01-148
Date: FEB 01 2024
ABC: ₱75,000.00

EVENT STYLING FOR THE 73RD DSWD FOUNDING ANNIVERSARY CELEBRATION

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described in the succeeding pages 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 FEB 05 2024, 12:00NN.

RINA CLAIRE L. REYES
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, 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:
 - o **Updated Mayor's / Business Permit**
 - o **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - 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 may 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)

LOT NO.	DETAILED DESCRIPTION	QTY	ABC/UNIT	UNIT PRICE	TOTAL
1	EVENT STYLING FOR THE 73RD DSWD FOUNDING ANNIVERSARY CELEBRATION				
	EVENTS STYLING PLEASE SEE ATTACHED TERMS OF REFERENCE	1	package		
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.		[]	[]	
	The place of delivery of the goods/services is within BAGUIO CITY		[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					
TOTAL PRICE					

• Award shall be made per: Lot basis Total Quoted Price

*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



**TERMS OF REFERENCE FOR HIRED SERVICES PROVIDERS
OF DSWD CAPACITY BUILDING ACTIVITIES (CBA)
(EVENT STYLIST)**

IDENTIFYING INFORMATION	
Title of CBA: 73rd DSWD Founding Anniversary Celebration	
Venue: Baguio City	
Inclusive Date: February 23, 2023	
Proponent: Financial Management Division	Administrative Support:
<p>Rationale:</p> <p>The Department of Social Welfare and Development is celebrating its 73rd Founding Anniversary this 2023 with the theme “DSWD Angels in Red Vests: Empathy in Action, Integrity in Service, Unity in Community.”</p> <p>Through the years, the DSWD has steadfastly served the poor, vulnerable and the marginalized through the amenities of its programs and social services. As another year develops, employees under the department are inspired by the department’s longevity and consistent pursuit for excellent public service.</p> <p>The anniversary celebration is a venue for the Field Office CAR to celebrate its workplace culture and values. It is to remind the employees that they are the vessels for which compassion and service are realized. The said activity is also an excellent opportunity to share positivity in the Field Office by recognizing and rewarding staff and partners.</p> <p>Through the Program on Awards and Incentives for Service Excellence (PRAISE) Awards, staff’s accomplishments and contributions are recognized which is seen to strengthen camaraderie and togetherness. The Pagkilala sa Natatanging Kontribusyon (PANATA KO) sa Bayan, Bayanihang Bayan Program(BBP), Paglaray, and Service Delivery Capacity Assessment (SDCA) awards on the other hand will be awarded to civil society organizations, government agencies, media partners, and other individuals who made notable contributions in fulfilling the Department’s mandate.</p> <p>Simultaneous activities will be conducted such as follows: market encounter with various organizations/CBOs will be invited to join, and this will be in coordination with the SLP and EPAHP; wellness activities for the DSWD staff where various service providers will be invited; and conduct of the mini-olympics to be participated by 8 groups namely 6 SWAD Offices (Abra, Apayao, Baguio-Benguet, Ifugao, Kalinga, Mountain Province), Administrative Cluster, Operations Cluster) to be facilitated by SWEAP and its partner division. The culminating activity will be held on the 5th day.</p>	

The DSWD anniversary is an important occasion that allows all staff to look back at the department's history. Celebrating it allows its personnel to evolve in different ways as they reflect back on the moments that have shaped them and the department. The week-long celebration not only provides opportunities for staff development, but also to provide a venue for staff to revitalize their enthusiasm, commitment, and passion for public service.

Objectives:

Performance Objectives:

At the end of the activity, participants will be able to recognize the exemplary performance and significant contributions of the PRAISE, Loyalty, PANATA, Bayanihang Bayan Program, Paglaray, and SDCA awardees of the Field Office.

Enabling Objectives:

After the conduct of the activity, the participants will be able to:

- Develop camaraderie and togetherness by participating in the week-long celebration the DSWD Anniversary;
- Celebrate the history, milestones, and successes of DSWD; and
- Appreciate the achievements and significant contributions of PRAISE, Loyalty, and PANATA, Bayanihang Bayan Program, Paglaray, and SDCA awardees of the Field Office.

Details:

1. Requirements and Qualifications

- Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS)
- Has experience in designing events for government agencies
- Must demonstrably have good reputation in styling themed events
- Has a team of professionals and manpower support to implement the event

2. Scope of Work

- Coordinate and work collaboratively with the host and organizer in the planning and execution of the activity
- Proposed a well-crafted concept on the over-all staging of the event (production and event management) to fit the context and the intention of the event.
- Attends to consultation, provide technical expertise and respond to inquiries relative to the required services
- Provides and delivers the following goods and services on time:
 - a. Event and stage styling and decoration appropriate for the event (including basic table arrangement)
- Decoration will be set-up prior to the events
- Provision of other supplies and materials needed

3. Time Frame

The execution of services will be on 23 February 2024

4. Payment and Schedule



Field Office - Cordillera Administrative Region

The event stylist shall be paid a package rate of **Seventy Five Thousand Pesos (Php 75,000.00)** for the services rendered. Payment is inclusive of appropriate taxes, travel expenses, and other incidental expenses, which may be incurred in the course of the engagement.


In consideration of the foregoing premises, the event stylist agrees with the provisions of the TOR and subscribes to perform and deliver the stated scope of work contained herein.

5. Other Clause

The DSWD-CAR reserves the rights to make necessary changes in the TOR provisions as deemed necessary and in the exigency of the success of the Launching of the Regional Profile of the Poor. Changes will be communicated with the event stylist.

Approved by:

Concurred by:
Service Provider


JOCELYN T. TUPENG
Budget Section Head (End-User)

(Printed Name over Signature)

Address: _____

Contact Number: _____