

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-01-016
End-user: SMU-SLP
Name of Project:

RFQ No.: 2024-01-146
Date: FEB 01 2024
ABC: ₱120,000.00

SLP ON AIR: NASAYA-AT A PANANGIPATARAY ITI NEGOSYO
(SCHOOL ON AIR FOR SLP PROGRAM PARTICIPANTS OF BAGUIO & BENGUET)

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 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	UNIT	UNIT PRICE	TOTAL
	SLP ON AIR: NASAYA-AT A PANANGIPATARAY ITI NEGOSYO (SCHOOL ON AIR FOR SLP PROGRAM PARTICIPANTS OF BAGUIO & BENGUET)				
1	SMU-SLP: MARCH TO AUGUST RADIO PROGRAM -Package including prizes for top scorers in quizzes and exam -1 hour airing -with anchor <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	6	airing		
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.	[]	[]		
	Service Provider accepts that payment will be made after the airing of all episodes	[]	[]		
PAYMENT WILL 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 RADIO PROGRAM

IDENTIFYING INFORMATION	
Title of CBA: SLP-on-Air: Nasayaat a Panangipataray ti Negosyo	
Venue: Baguio City	
Inclusive Dates: April-August 2024	
Proponent:	Administrative Support:
<p>Rationale:</p> <p>The Department of Social Welfare and Development's Sustainable Livelihood Program (DSWD-SLP) advocacy efforts is being directed by its thrusts and priorities, which include strengthening NGA and media relations efforts for capacity building and mainstreaming of these Program Participants and developing a more thorough and responsive communication plan to reach Program Participants at the barangay level by involving stakeholders from the local level.</p> <p>This 2024, we emphasize the role of SLP as a capability-building program that enhances the program participant's livelihood assets and ability to utilize their resources more productively through their livelihood strategies in the form of enterprise management or employment, as well as linkages to networks that could provide access to technical, financial or market resources.</p> <p>In response to this, the social marketing and advocacy activities focus on the conduct of School-on-Air: Nasayaat a Panangipataray ti Negosyo, providing additional learnings to program participants.</p> <p>Through these advocacy activities, the program is expected to gain more support and recognition in the delivery of the national anti-poverty program that will lead to the better and faster service towards the poverty-stricken Filipino families.</p> <p>Performance Objective:</p> <p>At the end of the Social Marketing and Advocacy Activity, the general public will be knowledgeable of the Sustainable Livelihood Program thus they are able to avail, and stakeholders provide program participants marketing avenues.</p> <p>Enabling Objectives:</p> <p>Specifically, the general public/stakeholders/program participants will be able to:</p> <ol style="list-style-type: none"> 1. Realize mastery in the management of their thriving livelihoods; 2. Share the program guidelines to their constituents and respond to issues and concerns of program implementation; 3. Recognize other government programs and services which they could avail for additional capacity building and capital; 4. Foster solidarity among stakeholders. 	
DETAILS	

To be able to maximize the quad media in advocating the DSWD programs and services, information must also be disseminated in a form of radio program.

1. Requirements and Qualifications

- Radio Station or NTC Registration License/Permit
- Amplitude Modulation (AM) Radio Station
- Updated Business Permit
- Tax Registration Certificate
- PHILGEPS Registration Document/s
- Radio station must cover at least three or majority of the provinces in the Cordillera Administrative Region
- Availability of text or call hotline to receive queries from listeners;

2. Scope of Work and Expected Outputs

The service provider/radio station will:

- Facilitate the airing of a 1-hour radio program as scheduled from March-November 2024 subject to existing Rules and Regulations of the Kapisanan ng mga Brodkaster ng Pilipinas (KBP) Radio Code and other existing policies on media relations applicable thereto;
- Facilitate the simultaneous live streaming of the radio program episodes in the station's social media platforms;
- Follow prescribed script/module/sequence guide in airing the program to ensure that the messaging and branding guidelines of DSWD are followed;
- Facilitate in providing the anchor and necessary personnel who shall assist in the technical and actual airing of the program;
- Accommodate around two to four (2-4) guests / Resource Persons in their station/recording booth during the airtime;
- Record the radio program episodes and submit a copy of recordings through a flash drive/DVD to the end-user;
- Submit Certificate of Performance after the airing of all the radio program episodes or as agreed with the end-user;
- Provide prizes (load card or in kind items) to winners who will participate in trivia portion every after each episode, if necessary;
- Allow the end-user to use the recording and broadcast facilities for free, if necessary; and
- Adhere to other applicable terms and conditions as may be requested by the DSWD.

The DSWD CAR will:

- Provide resource persons who shall be responsible in expounding topics and/or issues to be discussed in the program in close coordination with the radio station;
- Provide the necessary program materials needed in the airing of the program;
- Conform to the station's programming policies and guidelines and the provisions stipulated in Kapisanan ng mga Brodkaster ng Pilipinas (KBP) Radio Code, as well as such rules and regulations that the organization may in the future adopt and implement; and
- Prepare Sequence Guide for each episode for the approval of DSWD CAR Regional Director, and coordinate the approved material with the radio station;

- Adhere to other applicable terms and conditions as may be requested by the radio station.

3. Service Fees:

Payment shall be processed after the submission of the following:

1. Billing statement / Statement of Account
2. Certificate of Broadcast Performance
3. Copy of recordings, saved in a DVD/FlashDrive

Prepared by:



JEZEBEL L. GUMATAY
PDO II

Approved by:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Concurred by:

Service Provider:

(Printed Name over Signature)

Address: _____

Contact Number: _____