

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-01-062

RFQ No.: 2024-02-201

End-user: FMD-BUDGET

Date: FEB 14 2024

Name of Project:

ABC: ₱108,000.00

PURCHASE AND DELIVERY OF CUSTOMIZED CERTIFICATE FOR AWARDEES
(73RD DSWD FOUNDING ANNIVERSARY CELEBRATION)

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

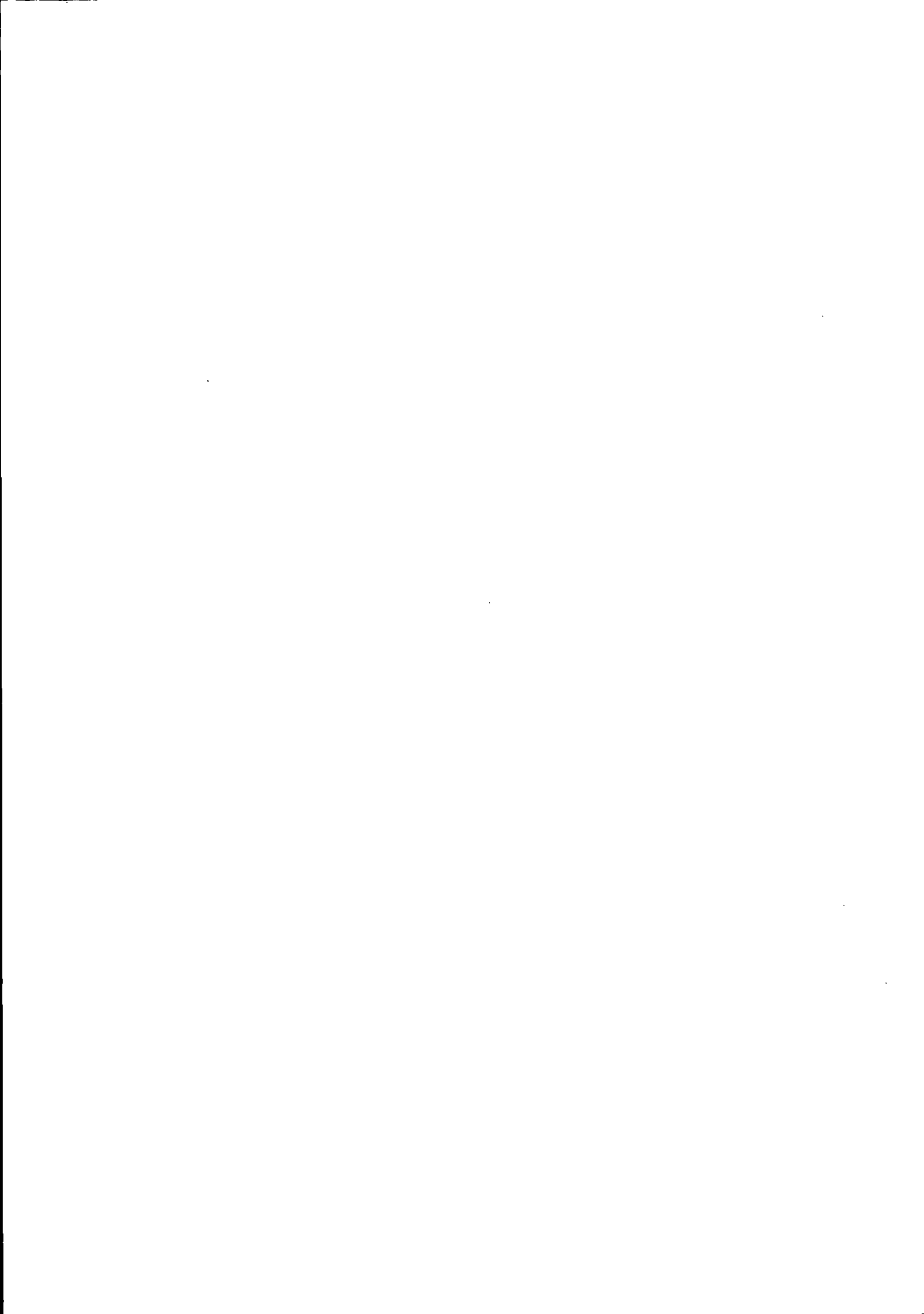
Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before FEB 19 2024 8:00AM

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 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 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.



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
	PURCHASE AND DELIVERY OF CUSTOMIZED CERTIFICATE FOR AWARDEES (73RD DSWD FOUNDING ANNIVERSARY CELEBRATION)					
1	CERTIFICATE FOR THE BAYANIHANG BAYAN PROGRAM (BBP), PARTNERS AWARDEES -Certificate size: A4 -Wood Frame PLEASE SEE ATTACHED DESIGN FOR REFERENCE	180	pcs			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE				REMARKS
		Can Comply	Cannot Comply			
	<i>Delivery of Goods is within 5 calendar days after receipt of Purchase Order/Final Design to be communicated by the End User. 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.</i>	[]	[]			
	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 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: _____

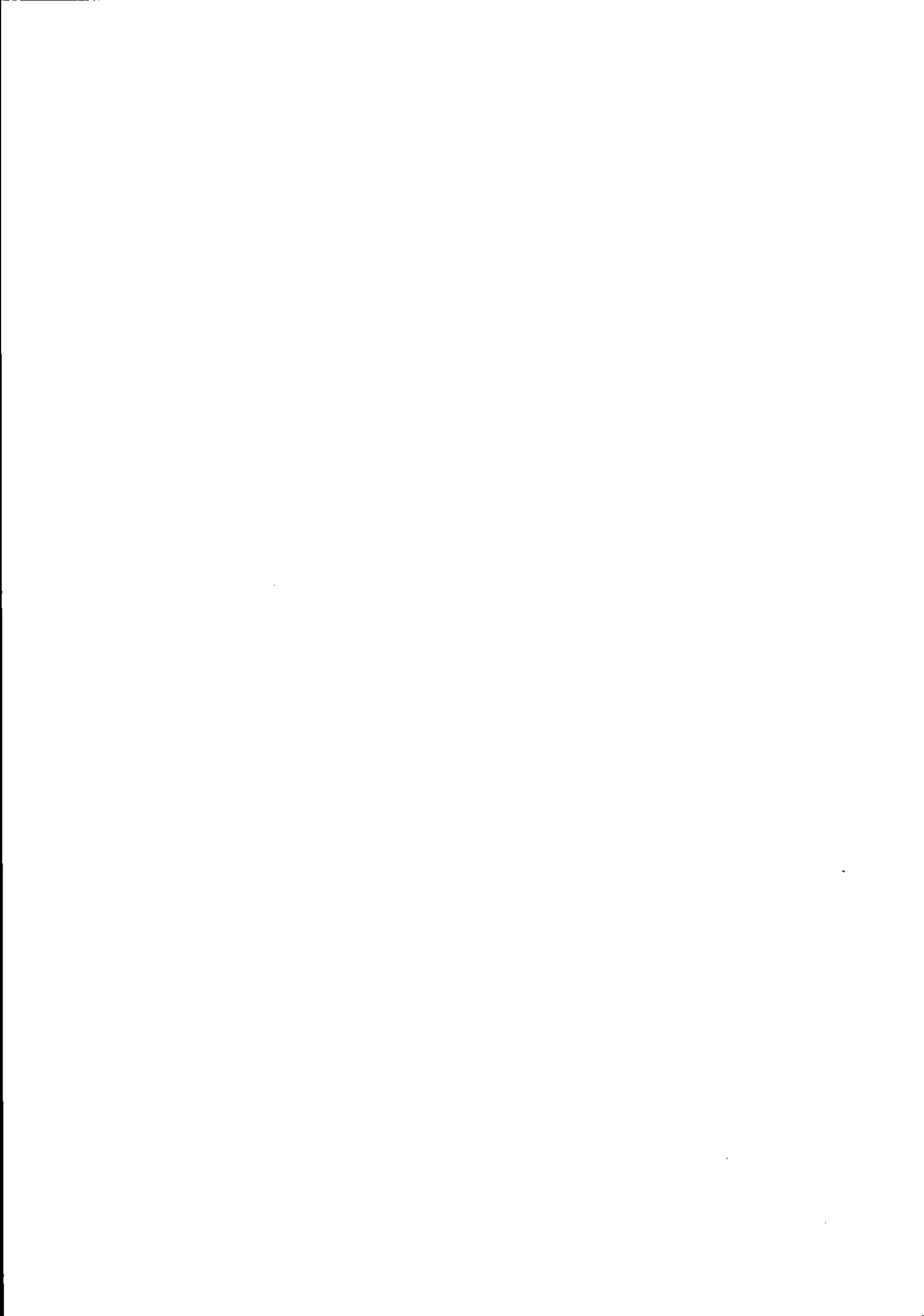
Contact Number/s: _____

PhilGEPS Registration Number: _____

 Name and Signature of Canvasser



MHEL/richy



DRN: CAR-FO-PSD-CBS-SS-IEC-24-01-02902-S

IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: _____

Type of IEC Material: CERTIFICATE DESIGN FOR VOLUNTEERS

Specification of IEC Materials: Certificate size: A4, wood frame



Comments: Sample only. Actual content is subject to change relative to the final list of awards and awardees


Prepared:


ADRIENNE VALERIE M. VALDEZ
Training Specialist I

Approved:

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

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer | Unit Head

FOR THE OIC REGIONAL DIRECTOR:


RINA CLAIRE L. REYES
OIC ARD for Administration



Republic of the Philippines
Department of Social Welfare and Development
#40 North Drive, Baguio City, Benguet

Certificate of Recognition

is awarded to

JUAN M. DELA CRUZ

For being chosen as recipient of the **Iyaman Awards** in grateful recognition for its unwavering support and outstanding contribution to the successful implementation of DSWD programs and services in the Cordillera Administrative Region (CAR) for CY 2023 during the

73rd Department of Social Welfare and Development Anniversary Celebration

Given this ___ day of February in the year of our Lord Two Thousand and Twenty Four.
Baguio City, Philippines.

ENGR. ENRIQUE H. GASCON JR.

Director III, Concurrent OIC - Regional Director and ARD for Operations

