

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-01-010

RFQ No.: 2024-02-191

End-user: SMU-PPPP

Date: FEB 14 2024

Name of Project:

ABC: ₱275,750.00

**PRODUCTION AND PRINTING OF 4Ps
SOCIAL MARKETING AND ADVOCAY MATERIALS 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 on or before

FEB 21 2024, 12:00 NN.

J. 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	DETAILED DESCRIPTION	QTY	UNIT	BIDDERS SPECIFICATION	UNIT PRICE	TOTAL
PRODUCTION AND PRINTING OF 4Ps SOCIAL MARKETING AND ADVOCAY MATERIALS 2024						
1	4Ps Magazine (semestral) A4, 20 pages; 400 pcs per semester Magazine type: 20 pages, Size: 8 in x 10 in., Cover: fold cote Cal.12; inside-c2s 115 GSM Color: full color for cover and inside pages, 20 pages Binding: Saddle stitch (wire or staple) Delivery is within 30 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	800	pcs			
2	Tarpaulin full color, 7ft x5ft with eyelet Delivery is within 5 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	30	pcs			
3	Fan flyers Full color, back-to-back, glossy paper, 250-300 gsm Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	300	pcs			
4	Customized notepad 20 sheets, total-40 pages pages, H-7", W-5", 80 gsm, printed colored logos and graphics in all the pages Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	350	pcs			
5	Customized Insulated Mug Gold or Black, 400/500 ml, Double wall stainless steel, clear acrylic push-on sip through lid Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	200	pcs			
6	Customized Card Folders with rings for the Regional Advisory Council and Independent Monitoring Council Meetings Heavy duty plastic folder, long, printed with logos, three-colored overall design Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	50	pcs			
7	Plaques for the Regional Search for 4Ps Exemplary Children: Acrylic with colored ethnic side lining printed with full-colored logos, 9x12 inches Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	3	pcs			
8	Plaques for the Regional Search for 4Ps Huwarang Pamilya: Acrylic with colored ethnic side lining printed with full-colored logos, 9x12ft inches Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	3	pcs			
9	Plaques for the PHONEography: Capturing the transformation of 4Ps beneficiaries: Acrylic with colored ethnic side lining printed with full-colored logos, 9x12ft inches Delivery is within 15 calendar days PLEASE SEE ATTACHED DESIGN FOR REFERENCE	3	pcs			
10	Photo Printing in Sintra Board (A3) with lamination, full color, 8mm Delivery is within 5 calendar days	10	pcs			
TOTAL PRICE						
OTHER REQUIREMENTS				COMPLIANCE		REMARKS
				Can Comply	Cannot Comply	
Delivery of goods (as indicated on each item) shall be after the receipt of the 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.				[]	[]	
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 AFTER DELIVERY OF ALL ITEMS AWARDED TO THE SERVICE PROVIDER 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: _____

MMAWA/

Name and Signature of Convasser

CONVERSATIONS



BOUNTIFUL HARVEST. The Gulayan sa Barangay (GSB) of 4Ps beneficiaries in Balbalan, Kalinga ensures food safety and security with the application of natural farming systems. As of December 2021, at least 70% of the program beneficiaries in CAR are engage in the Gulayan sa Barangay and Gulayan sa Bakuran.

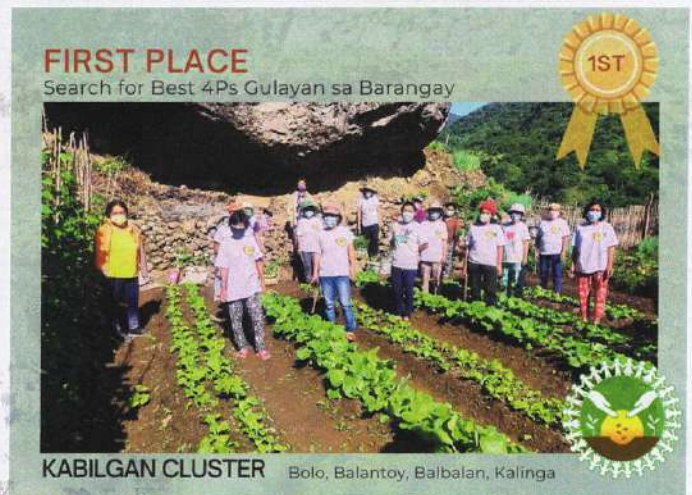
DSWD recognizes 4Ps Best Modelong Gulayan Sa Barangay

With the aim to contribute to ensuring food sustainability and promote health & nutrition among the beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps), the DSWD Field Office CAR through the leadership of Arnel B. Garcia, CESO II virtually recognized the winners of the first-ever search for best Gulayan Sa Barangay (GSB) on 13 December 2021.

The Gulayan Sa Barangay of Kabilgan Cluster Parent Group from Bolo, Balantoy, Balbalan,

Kalinga emerged as the first place with their collective efforts in maintaining their communal garden as haven for organic vegetable products.

The Kabilgan parent cluster got the nod of the judges after they collectively integrated natural farming systems and organic agricultural technologies in their communal garden while maintaining the spirit of bayanihan. The group has been also donating some of their vegetable produce to the community while the majority of



their products are for home consumption and as additional income for the group.

The second and third places were awarded to the Kaleo Changas Association of Barlig, Mountain Province, and Caba Cluster of Lagawe, Ifugao, respectively. These two GSB clusters have been integrating good agricultural practices in their gulayan that benefited their members.

Other finalists were the gulayan clusters of San Isidro in the town of Luna, Apayao; Happy Bee Gulayan of Itogon, Benguet; and Cala lily cluster group of Upper Rock Quarry, Baguio City.

"The communal garden of the 4Ps beneficiaries promotes volunteerism and community involvement in their respective communities especially in this time of the pandemic. We are elated that these groups have been emulating the May Malasakit core value of the Department," Director Garcia said.

The Search for Best GSB was spearheaded by the DSWD CAR

What's inside?

- 02** 4Ps Children Share Messages of Hope in Art Works
- 03** My roles in Bringing Hope to My Community
- 05** Gulayan sa Barangay Corner
- 06** My Community, My Responsibility
- 08** I Choose to Help because My Humble Heart Tells me To

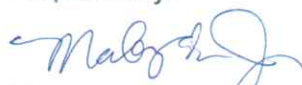
IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-009 **Date and time received:** 1 February 2024
Type of IEC Material: Tarpaulin
Specification of IEC Materials: Full color, 7x5ft with eyelet



Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:


MARLO C. ABYADO JR.
4Ps Information Officer

Recommending Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:


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

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-010 Date and time received: 1 February 2024

Type of IEC Material: Fan Flyer

Specification of IEC Materials: Full color, back-to-back, glossy paper, 250-300 gsm

8.5"

FRONT

BACK

11"

Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:

MARLO C. ABYADO JR.
4Ps Information Officer

Recommending Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

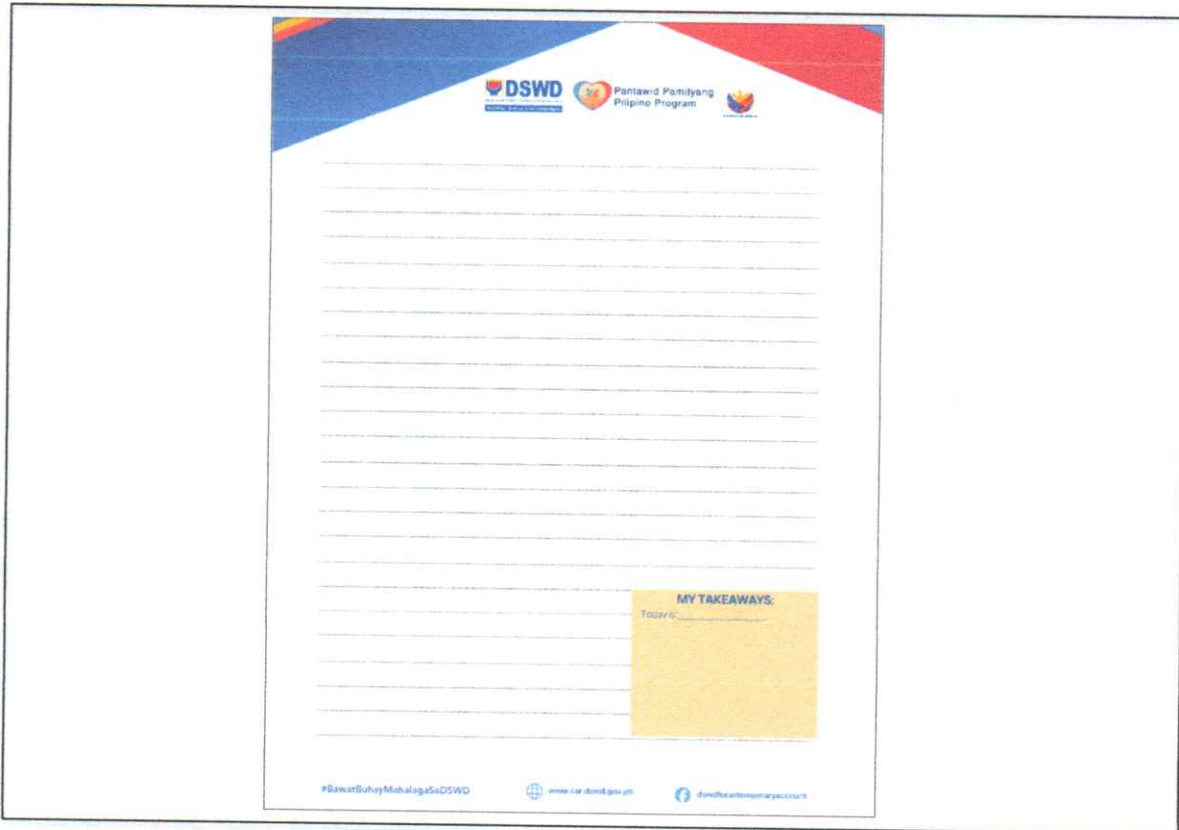
ENRIQUE H. GASCON JR.
Director III, Concurrent OIC Regional Director and
Assistant RD for Operations

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-015 **Date and time received:** 1 February 2024

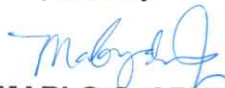
Type of IEC Material: Customized Notepad

Specification of IEC Materials: 20 sheets, total-40 pages, H-7", W-5" 80gsm printed colored logos and graphics in all the pages



Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:



MARLO C. ABYADO JR.
4Ps Information Officer

Recommending Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:



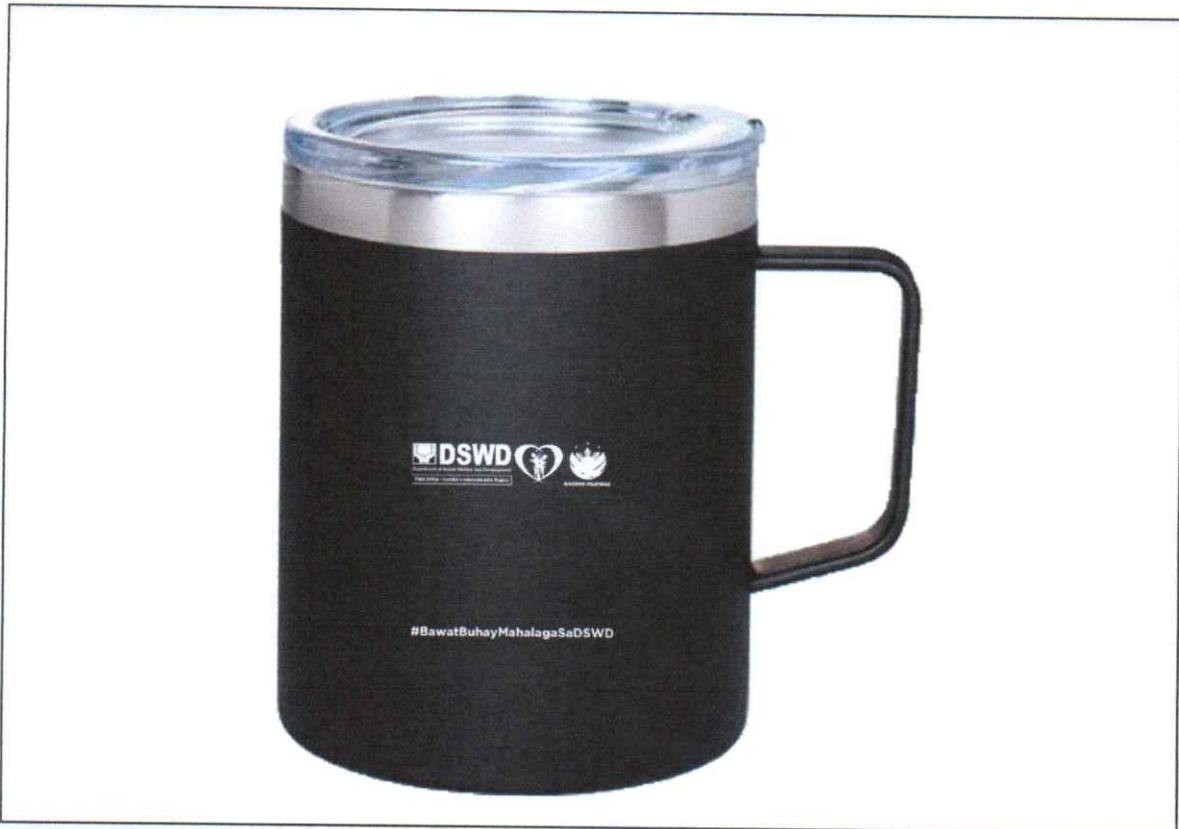
ENRIQUE H. GASCON JR.
Director III, Concurrent OIC Regional Director and
Assistant RD for Operations

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-013 **Date and time received:** 1 February 2024

Type of IEC Material: Customized Insulated Mugs

Specification of IEC Materials: Double wall stainless steel, Clear acrylic push-on sip through lid, Black or gold, 400/500 ml



Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:



MARLO C. ABYADO JR.
4Ps Information Officer

Recommending Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

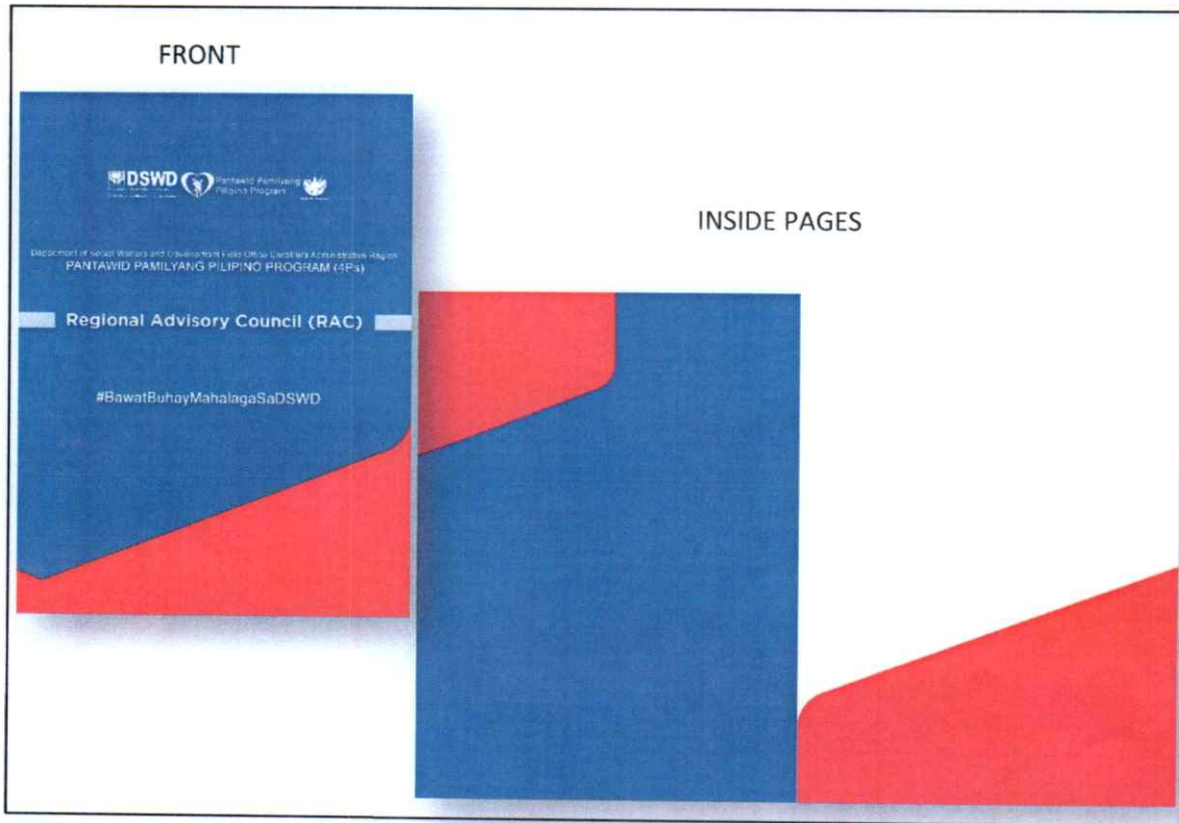
Approved:



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

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-012 **Date and time received:** 6 February 2024
Type of IEC Material: Customized Folders
Specification of IEC Materials: Heavy Duty Plastic folder, Long, Printed with logos, three-colored overall design



Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:

Marlo C. Abyado Jr.

MARLO C. ABYADO JR.
 4Ps Information Officer

Recommending Approval:

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

Approved:

For the OIC Regional Director:

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

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

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-011 **Date and time received:** 1 February 2024

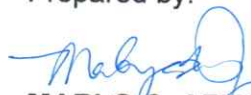
Type of IEC Material: Plaque of Recognition

Specification of IEC Materials: Acrylic with colored ethnic side lining printed with full-colored logos, 9x12"



Comments: Dear RD, for your input and approval po. Thank you.

Prepared by:


MARLO C. ABYADO JR.
 4Ps Information Officer

Recommending Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
 Regional Information Officer

Approved:


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