

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-01-016

RFQ No.: 2024-02-219

End-user: SMU-SLP

Date: FEB 21 2024

Name of Project:

ABC: ₱202,600.00

**PRINTING AND PRODUCTION OF IEC MATERIALS FOR SLP SOCIAL MARKETING AND  
ADVOCACY ACTIVITIES FOR CY 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

FEB 26 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).

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	UNIT PRICE	TOTAL
	PRINTING AND PRODUCTION OF IEC MATERIALS FOR SLP SOCIAL MARKETING AND ADVOCACY ACTIVITIES FOR CY 2024				
1	<b>SLP CATALOGUE BROCHURE</b> -A5 (BiFold, Booklet type) -Saddle stitch -20 leaves including cover page -Full color -Glossy finish -130-170 gsm cover and back pages  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	300	pieces		
2	<b>SLP BADGE</b> -Size: W-20inch x H-15in -Material: Outdoor Matte -Lamination Sticker on 3mm Sintra Board  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	250	pieces		
3	<b>SLP MUG</b> -Sublimation Printing -full wrap  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	300	pieces		
4	<b>TOTE BAG</b> -Size: W-14in x H-16in (Depth 6in) -Material: Canvas with Colored Design Print (Back to Back Print)  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	199	pieces		
5	<b>TARPAULIN (SULONG KABUHAYAN KNOWLEDGE FAIR BACKDROP)</b> -8FT X 8FT -with eyelet  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	7	pieces		
6	<b>SLP SHIRT</b> -Dri fit -White -Sublimation printing  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	70	pieces		
7	<b>SLP MUG FOR KNOWLEDGE FAIR</b> -Sublimation Printing -Full wrap  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	360	pieces		
<b>TOTAL PRICE</b>					
<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>		<b>REMARKS</b>	
		Can Comply	Cannot Comply		
Delivery of Goods is within 15 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.		[ ]	[ ]		
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		[ ]	[ ]		
<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 Canvaser

*MEL/rich*



**IEC DESIGN APPROVAL FORM**

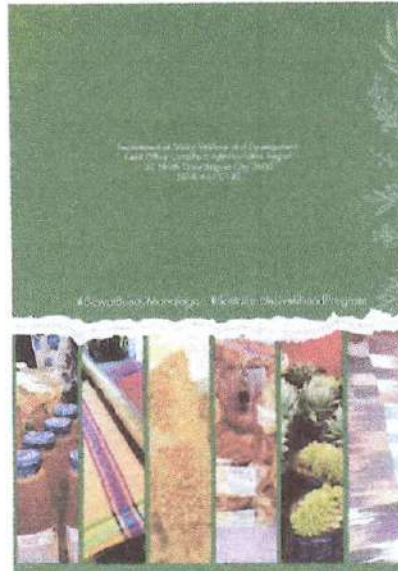
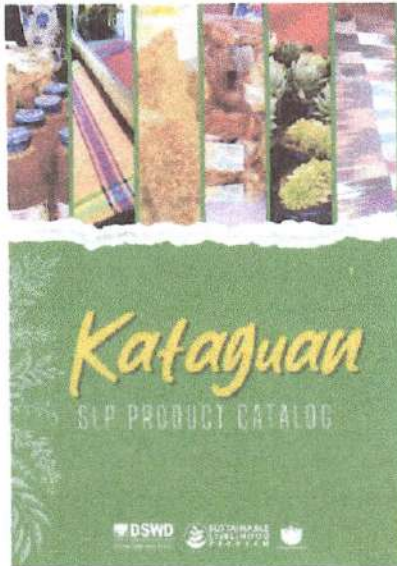
**IEC Material Number:** 2024-SMU-IEC-007 **Date and time received:** \_\_\_\_\_

**Type of IEC Material:** SLP Catalogue Brochure and Sulong Kabuhayan Knowledge Fair Backdrop

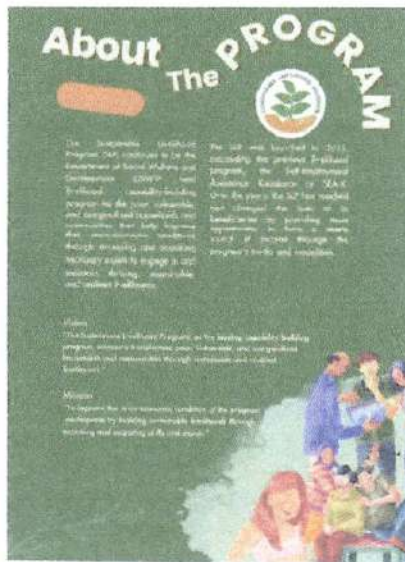
**Specification of IEC Materials:**

**A. SLP Catalogue Brochure**

**Cover Pages:**



**Inside Pages:**





**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2024-SMU-IEC-003      Date and time received: \_\_\_\_\_

Type of IEC Material: SLP Badge, SLP Mug, Tote Bag, SLP Shirt, SLP Mug for Knowledge Fair

**Specification of IEC Materials:**

- A. SLP Badge:  
 Size: W20in x H15in  
 Material: Outdoor Matte Lamination on 3mm sintra Board



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Cordillera Administrative Region  
**CERTIFIED TRUE COPY OF THE ORIGINAL**  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_



- B. SLP Mug:  
Sublimation printing, Full wrap



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
**CERTIFIED TRUE COPY  
OF THE ORIGINAL**  
By: *[Signature]*  
Date: \_\_\_\_\_

- C. Tote Bag:  
Size: W14in x H16in (Depth 6in)  
Material: Canvas with colored design print (Back to Back)



- D. SLP Shirt:  
Drifit, white, sublimation print



DEPARTMENT OF SOCIAL WELFARE  
CITY OF MANILA  
**CERTIFIED TRUE COPY  
OF THE ORIGINAL**  
OFFICE OF THE REGIONAL DIRECTOR  
CORDILLERA ADMINISTRATIVE REGION

Sulong Kabuhayan Tarpaulin:



# Sulong Kabuhayan Knowledge Fair

DAY MONTH YEAR  
Venue  
Cordillera Administrative Region

#BawatBuhayMahalagaSaDSWD

[www.car.dswd.ph](http://www.car.dswd.ph)

[dswdfocar](https://www.facebook.com/dswdfocar)

Comments:

Prepared by:

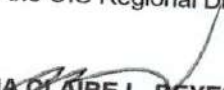
  
**JEZEBEL L. GUMATAY**  
Project Development Officer II

Recommended for Approval:

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

Approved/Disapproved:

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

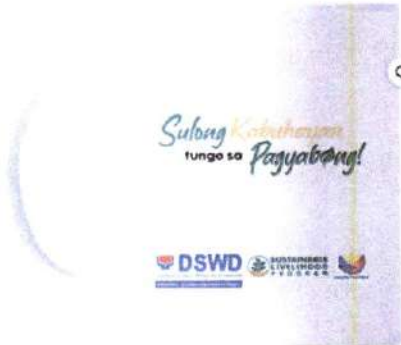
For the OIC Regional Director:  
  
**RINA CLAIRE L. REYES**  
OIC ARD for Administration



- E. SLP Mug for Knowledge Caravan:  
Sublimation printing, full wrap

*Sulong Kabuhayan,  
tungo sa Pagyabang!*

**Sulong Kabuhayan**  
**Knowledge Fair**  
2024



Comments:

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Prepared by:

**JEZEBEL L. GUMATAY**  
Project Development Officer II

Recommended for Approval:

**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Information Officer II  
for Operations

Approved:

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

**CERTIFIED TRUE COPY  
OF THE ORIGINAL**  
By: *[Signature]*  
Date: \_\_\_\_\_

For the OIC Regional Director:

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