

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2024-02-091 RFQ No.: 2024-03-265
End-user: SFP Date: MAR 07 2024
Name of Project: _____ ABC: ₱326,760.00
PRODUCTION AND PRINTING OF MATERIALS FOR NUTRITION CONVENTION FOR CHILD
DEDVELOPMENT WORKERS FOR 2024

Sir/Madam: _____

Mode of Procurement: SMALL VALUE PROCUREMENT

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 MAR 12 2024 12:00NN

 RINA CLAIRE D. REYES
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - Updated Mayor's / Business Permit**
 - 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)**
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
- 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.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
- 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.
- 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**.
- 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**.
- 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**.
- 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.
- Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address bacsec.car@dswd.gov.ph.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	PRODUCTION AND PRINTING OF MATERIALS FOR NUTRITION CONVENTION FOR CHILD DEVELOPMENT WORKERS FOR 2024					
1	TRAVEL POUCH -High quality nylon -with inner pockets -zipper type -at least 18xcm13cmx9cm -with handle PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1360	pcs			
2	PERSONALIZED SKETCHBOOK -A5 -Vintage -Leather covered -at least 80 sheets -Kraft inner paper -with string-closure PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1360	pcs			
3	MEMO PAD WITH STICKY NOTES -Memo pad size: at least 12cm x 16cm, at least 50 pages, material: paper -Sticky notes: arrow stick-on notes at least 25 sheets w/ random color 0.5" x 1.17"; and at least 2cm x 3cm with random colors, at least 25 sheets PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1360	pcs			
4	TARPAULIN -6FT X 4FT -full color PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1	pcs			
TOTAL PRICE						
OTHER REQUIREMENTS				COMPLIANCE		REMARKS
				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.				[]	[]	
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/rich

DRN: CAR-FO-COMBS-SFP-A-COMM-24-02-05536-S

IEC DESIGN APPROVAL FORM

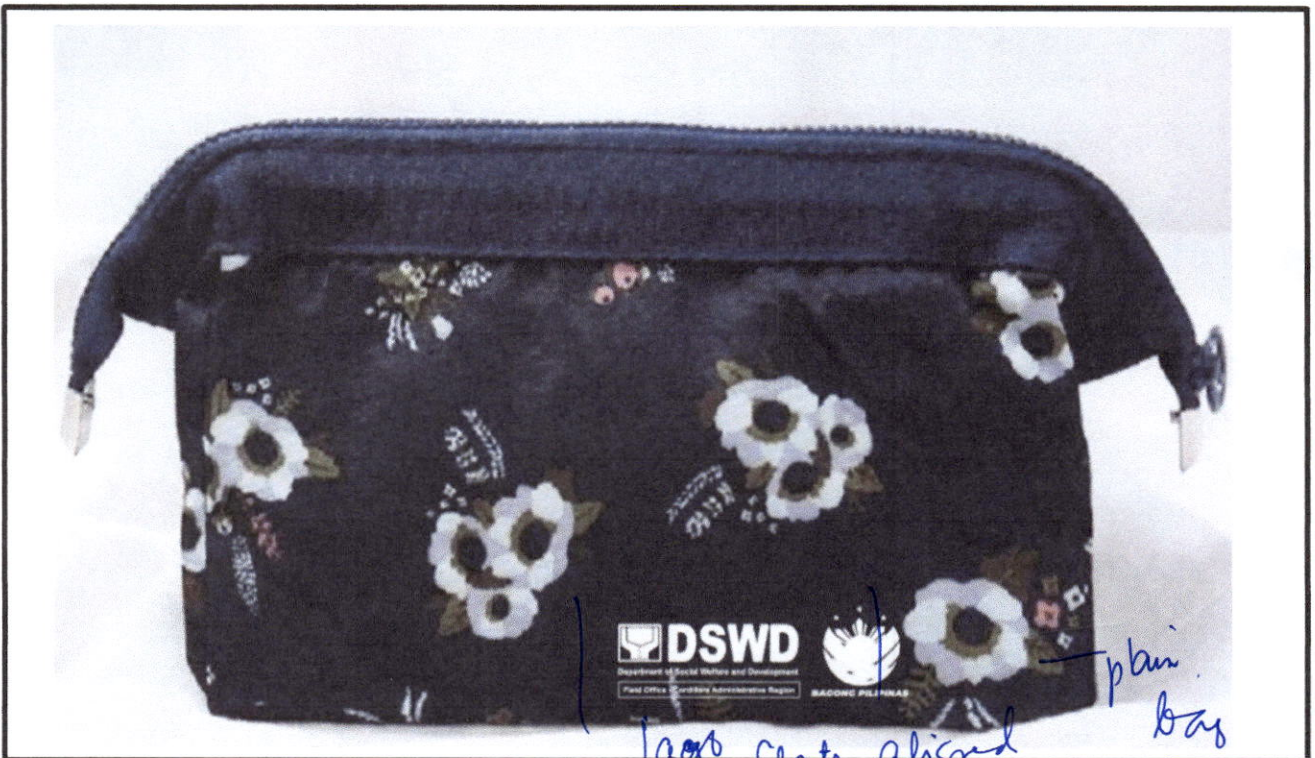
IEC Material Number: _____

Date and time received: _____

Type of IEC Material: Travel Pouch

Specification of IEC Materials: (High quality nylon, with inner pockets, zipper type, at least 18x13x9 cm, with handle)

Comments: _____



Prepared by:

Recommended for Approval:


ELEONOR B. AYAN
ND III/ SFP Focal


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:


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

DRN: CAR-FO-COMBS-SFP-SS-PROP-24-02-05896-S

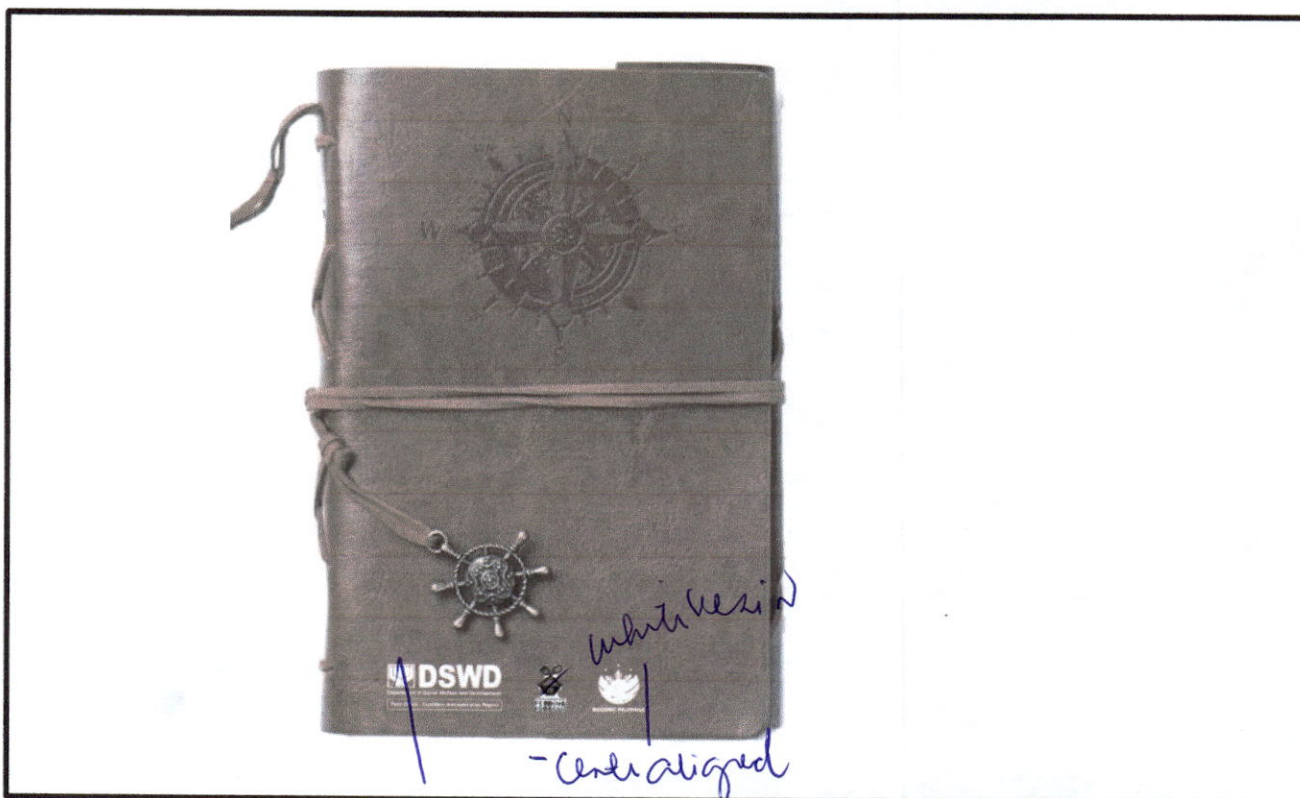
IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: _____

Type of IEC Material: Personalized Sketchbook

Specification of IEC Materials: Size A5, Vintage leather covered, at least 80 sheets, Kraft Inner paper, with string- closure.

Comments: _____



Prepared by:

ELEONOR B. AYAN
Nutritionist-Dietitian III

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

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

DRN: CAR-FO-COMBS-SFP-A-COMM-24-02-05534-S

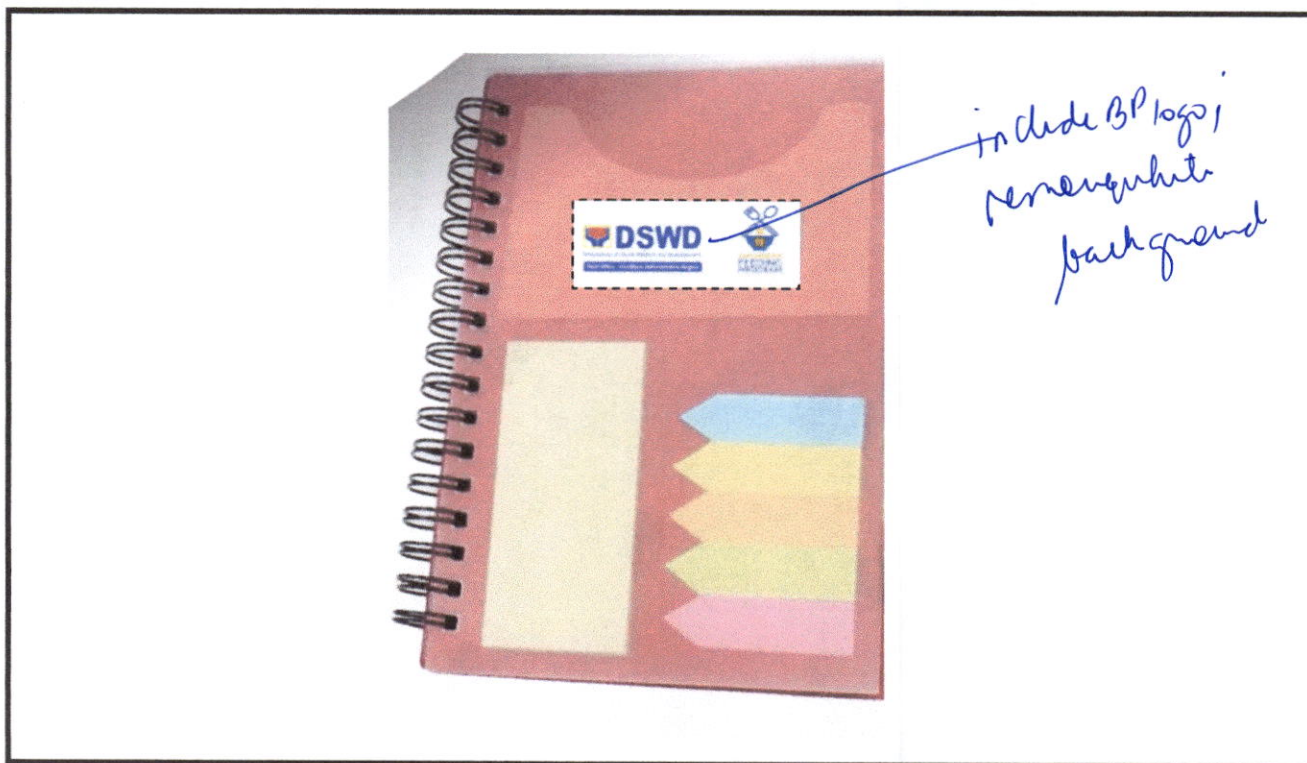
IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: _____

Type of IEC Material: Memo Pad with Sticky Notes

Specification of IEC Materials: (Memo Pad: size at least 12x16 cm, at least 50 pages, material: paper. Sticky notes: arrow stick-on notes at least 25 sheets w/ random color, 0.5"x1.17", and at least 2 cmx 3 cm with random colors, at least 25 sheets)

Comments: _____



Prepared by:

ELEONOR B. AYAN
ND III/ SFP Focal

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

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



IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-038

Date and time received: 02/29/2024

Type of IEC Material: Tarpaulin

Specification of IEC Materials: Full color, 6ft x 4ft

Comments: Dear RD, for your comments/ approval po.

CERTIFIED TRUE COPY

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
REGIONAL INFORMATION OFFICER
DSWD-CAR

2024

**NUTRITION CONVENTION FOR
CHILD DEVELOPMENT WORKERS**

**6 June 2024
Bangued, Abra**



#BawatBuhayMahalagaSaDSWD

www.dswd.gov.ph f X dswdserves @ dswdphilippines

Prepared:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

Approved:

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

