

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-04-266

End-user: SMU/CIS

Name of Project:

RFQ No.: 2024-05-469

Date: MAY 06 2024

ABC: ₱52,190.00

PRODUCTION AND PRINTING OF ADVOCACY MATERIALS OF THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION

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 MAY 10 2024 12:00NN

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 25123** 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	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRODUCTION AND PRINTING OF ADVOCACY MATERIALS OF THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION					
	BROCHURES/FLYERS -A4 size trifold, glossy finish, 120 gsm, full color for AICS: Type of Assistance, Procedures and Requirements PLEASE SEE ATTACHED DESIGN FOR REFERENCE	2000	piece			
	POSTER -A3 size(11.7 in. x 16.5 in); matte, full color, board paper, updated guidelines PLEASE SEE ATTACHED DESIGN FOR REFERENCE	90	piece			
	TARPAULIN -2 ft. x 5 ft. banner for updated Citizen's Charter for the AICS of DSWD FO CAR and Satellite Offices PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	piece			
	TARPAULIN BANNER -6 ft. x 4 ft. banner for Payouts of AICS in FO CAR and Satellite Offices PLEASE SEE ATTACHED DESIGN FOR REFERENCE	14	piece			
	NOTEBOOK -4.5 in. x 6 in.; hardbound; spiral; full color; matte finish PLEASE SEE ATTACHED DESIGN FOR REFERENCE	250	piece			
TOTAL PRICE						
OTHER REQUIREMENTS			COMPLIANCE		REMARKS	
			Can Comply	Cannot Comply		
Delivery of Goods is within 10 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 Convasser

 MEL/cj

IEC DESIGN APPROVAL FORM


IEC Material Number: 2024-SMU-IEC-047 **Date and time received:** 18 March 2024

Type of IEC Material: Flyer


Specification of IEC Materials: For production of flyers for AICS (3-fold, A4 size, semi-glossy)

Comments: Please see attached layout design for your comments and approval, sir. Thank you.

Prepared by:


CHRISTIAN ROBERT M. SANDOVAL
AICS 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

Paalala: Ang mga dokumentong inyong ipapasa ay magbibigay patibay sa inyong nilalahat na kalagayan. Kung kayat lagi nating dalhin ang **Original** o **Certified True Copy** ng ating dokumento.

Lagi rin nating siguraduhin na dala natin and ating mga **Valid ID** upang agarang maproseso ang inyong linalapit. Ang mga sumusunog ang mga angkop na ID na maaaring ipakita sa iyong pagbisita:




- Philippine Statistics Authority (PhilSys ID)
- Social Security System/Government Service Insurance System (UMID ID, SSS/GSIS ID)
- Philhealth (Philhealth ID)
- Land Transportation Office (Driver's License)
- Professional Regulation Commission (PRC ID)
- Overseas Workers Welfare Administration (OWWA ID)
- Department of Labor and Employment (IDOLE)
- Pag-IBIG Fund (PAG-IBIG ID)
- Commission on Election (Voter's ID or Voter's Certification)
- Post Office (Postal ID)
- (Philippine Passport)
- NBI Clearance
- Department of Social Welfare and Development (4Ps ID)
- Local Government Unit
 - PWD ID
 - Solo Parent ID
 - City/Municipal ID
 - Barangay ID
 - Office of Senior Citizen Affairs (OSCA ID)
 - Police Clearance

O kahit anong ID na may validity date, larawan at lagda ng kliyente.

Para sa kliyente na gumaganap bilang awtorisado kinatawan ng benepisyaryo, kailangan niyang magpakita at magpasa ng **Authorization Letter** na nilagdaan ng benepisyaryo.



Para sa mga katanungan at karagdagang impormasyon, maaaring tumugon sa mga sumusunod:

-  car.dswd.gov.ph
-  fb.com/dswdfocar
-  focar@dswd.gov.ph
ciu.car@dswd.gov.ph
-  (074) 661 0430
-  40 North Drive, Baguio City

Assistance to Individuals in Crisis Situation (AICS)



IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-045 **Date and time received:** 05 March 2024

Type of IEC Material: Poster

Specification of IEC Materials: For production of posters (A3 size) for AICS, matly, full color, board paper

Ano ang Assistance to Individuals in Crisis Situation o AICS?

Ang Assistance to Individuals in Crisis Situation o AICS ay isang programa ng DSWD na nagbibigay ng tulong pang-edukasyon, medikal, pamasaha, pampalibing, at maging probisyon ng pagkain at iba pang kagamitan para sa mga Pilipinong humaharap sa iba't ibang krisis, sakuna, o matinding kahirapan.

Anu-ano ang mga tulong na maaaring maibigay ng AICS?

Pagkain Pampalibing Medikal Edukasyon Transportasyon Tulong-pinansyal para sa iba pang mga serbisyo

Paano ang proseso ng pagkuha ng tulong sa AICS?

- 1 Screening of Documents**
Ito ay ang unang paghahanap ng mga dokumento sa mga kliyente.
- 2 Interview and Assessment**
Ang kliyente ay interbyuhin ng social worker, itatasa ang hirahing nilang tulong at magbibigay ng rekomendasyon ukol sa atinunang programa.
- 3 Review and Approval**
Ikinokon ang ginawang assessment, maging ang rekomendasyon ng social worker. Pagkatapos na review at makatang nasayon ang assessment, ito ay aayusin ng Approving Officer.
- 4 Releasing**
Ito ang panghuling hakbang kung saan ang asistansya ay ibibigay o irelease sa kliyente.

Sinu-sino ang maaaring humingin ng tulong mula sa AICS?

- Indibidwal o pamilyang nakaranas ng krisis, sakuna, o matinding kahirapan
- Mga indibidwal na walang kakayahan sa pananalapi o financially incapacitated (RA 11483)

#BawatBuhayMahalagaSaDSWD
www.car.dswd.gov.ph @dswdcar (074) 561 0430

Comments: For your comments and approval, sir. Thank you.

Prepared by:

CHRISTIAN ROBERT M. SANDOVAL
AICS 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-044 **Date and time received:** 04 March 2024

Type of IEC Material: Tarpaulin

Specification of IEC Materials: For production of tarpaulins for AICS Citizen's Charter

(2' x 5') 14 pcs

Comments: Attached are the layout design for the four (4) tarps. For your comments and approval, sir. Thank you.

Prepared by:

CHRISTIAN ROBERT M. SANDOVAL
AICS 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-045 Date and time received: 13 March 2024

Type of IEC Material: Tarpaulin

Specification of IEC Materials: For production of generic banner tarpaulins for AICS Payouts (6 ft. x 4ft., backside print, with eyelets) *29 pty.*



Comments: For your comments and approval, sir. Thank you.

Prepared by:

[Signature]
CHRISTIAN ROBERT M. SANDOVAL
AICS Information Officer

Recommending Approval:

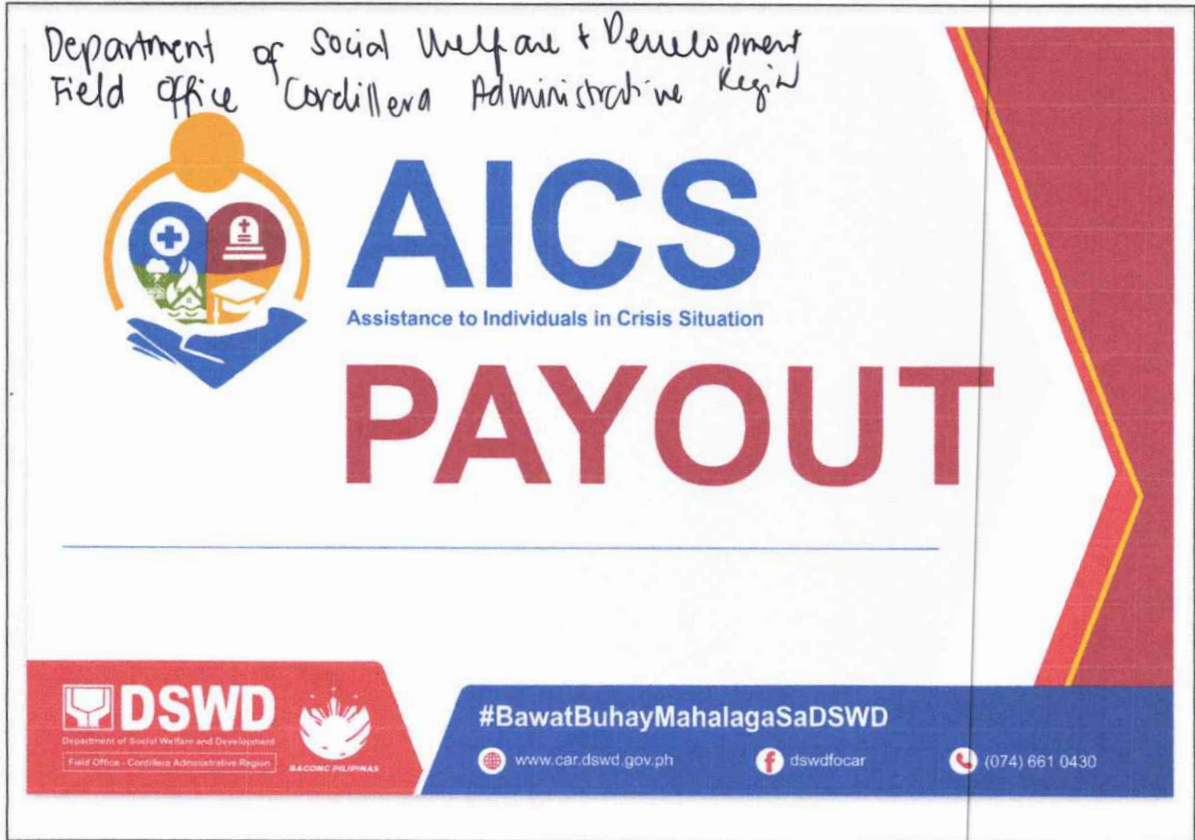
[Signature]
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

[Signature]
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-045 **Date and time received:** 13 March 2024
Type of IEC Material: Tarpaulin
Specification of IEC Materials: For production of generic banner tarpaulins for AICS Payouts (6 ft. x 4ft., backside print, with eyelets)



Comments: For your comments and approval, sir. Thank you.

Prepared by:


CHRISTIAN ROBERT M. SANDOVAL
AICS Information Officer

Recommending Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:


ENRIQUE H. GASCON JR.
Director III, Concurrent OIC Regional Director and
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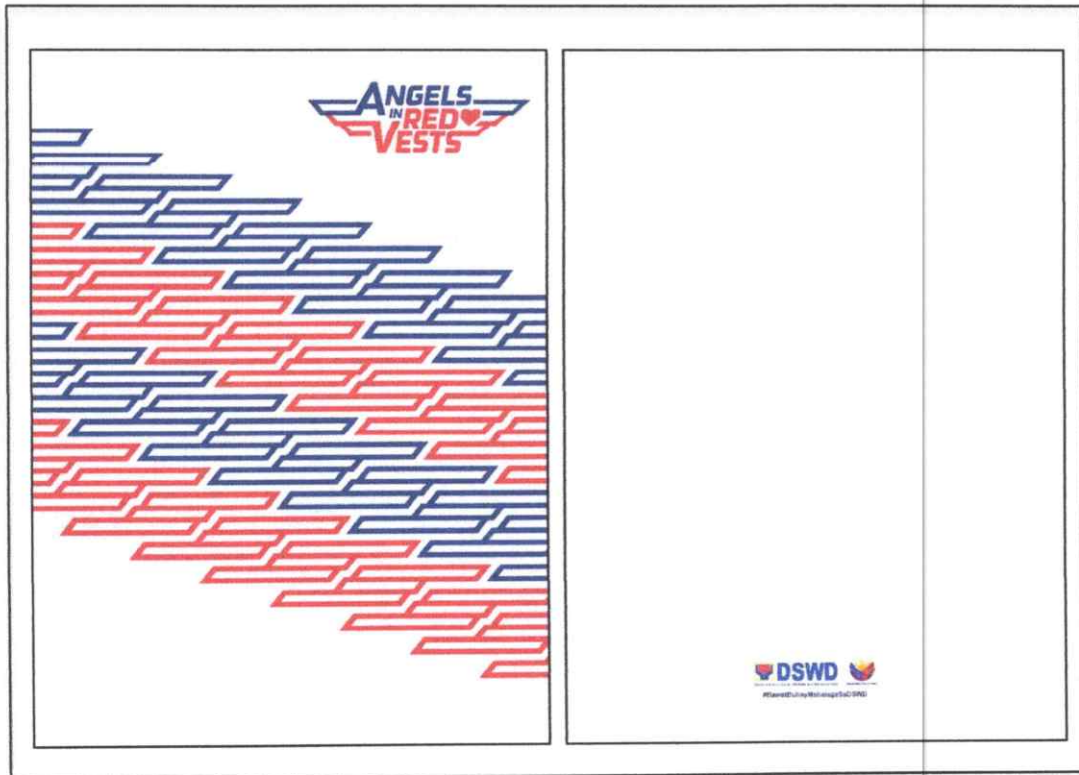
IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-041 **Date and time received:** 03 April 2024

Type of IEC Material: Notebook

Specification of IEC Materials: For production of notebook for AICS
(4.5 in. X 6 in., hardbound, spiral, full color, matte finish)

From DSW/CO



Comments: The front and back cover spread. Inside pages are plain and lined only. For your comments and approval, sir. Thank you.

Prepared by:


CHRISTIAN ROBERT M. SANDOVAL
AICS 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

Options:

