

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2024-05-283
End-user: SMU
Name of Project:

RFQ No.: 2024-05-549
Date: MAY 21 2024
ABC: ₱94,880.00

LAY-OUTING AND PRINTING OF IEC MATERIALS FOR SECTORS AND SOCIAL TECHNOLOGY

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 27 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 or Invoice (as applicable) 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

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	LAY-OUTING AND PRINTING OF IEC MATERIALS FOR SECTORS AND SOCIAL TECHNOLOGY					
	RRPTP POSTER -A3, full print, board paper, glossy, 300 gsm PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	100	piece			
	RRPTP STICKER -21 CM X 10 CM, full print, glossy, 100 gsm PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	200	piece			
	SHIELD and other sectors packaged flyers -Board pocket envelope, full color, glossy, 200 gsm, 21.5 CM X 10.5 CM -Insert flyers, back to back full color print, A4 glossy, 80 gsm, 10 sheets PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	200	piece			
	SHIELD Learner's notebook -Board paper cover, 40 leaves, 80 gsm inside pages, saddle stitch, full color print PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	120	piece			
	SHIELD Tarpaulins -4ft x 2ft, full color, with eyelet PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	66	piece			
	Social Technology Coffee Table Book -Hardcover with image wrap, inside pages 200-250 dpi full colored printing, matte coated finish, perfect bind, 11" x 8.5", maximum of 80 pages PLEASE SEE ATTACHED TERMS OF REFERENCE for LAY-OUTING	70	piece			
TOTAL PRICE						
OTHER REQUIREMENTS		COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
Delivery of Goods is within 15 calendar days after receipt of Purchase Order/Final Lay-out/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 <input checked="" type="checkbox"/> 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 Convassee

PS after
RD

DRN: CAR-FO-SMU-A-AO-24-05-13267-S

**TERMS OF REFERENCE FOR SERVICE PROVIDERS
(LAY-OUTING AND PRINTING OF IEC MATERIALS)**

IDENTIFYING INFORMATION

Title of Activity: **Lay-outing and printing of IEC materials (Sectors and Social Technology)**

Venue: **Within Baguio City**

Inclusive Dates: **May to December 2024**

Proponent: **Social Marketing Unit, Sectors and Social Technology**

Rationale:

The Social Marketing Unit continues its commitment to support the goal of the Department in providing efficient and effective social welfare services by implementing various social marketing and advocacy activities. These aim to bring the DSWD closer to the people by providing enough information through various media, including broadcast, face to face activities, and print media.

The conduct of the following activity is seen to help the Department in popularizing the Social Technologies, and other sectoral programs and services.

DETAILS

The production of IEC materials has been part of the communication efforts of the Department particularly to cater to its audience that can hardly be reached by broadcast and digital media.

1. Requirements and Qualifications

- Must be able to provide layout/ design services;
- Must be able to adhere to DSWD Branding Guidelines;
- Should provide e-copy of designs; and
- Should be available for consultation and face to face meetings.

2. Scope of Work and Expected Outputs

The service provider will:

- Provide lay outing/ design services and come up with design as approved by DSWD management;
- Print materials upon receipt of approved design.

The DSWD CAR will:

- Provide the necessary content;
- Assist in the implementation of DSWD Branding Guidelines in the production of materials; and
- Review and approve the designs.

3. Service Fees:

Payment shall be processed after the submission of the following:

1. Billing statement / Statement of Account;
2. Copy of approved design; and
3. Copy of materials

Prepared by:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Reviewed by:


MARIA C. APLATEN, PhD
Regional Director

Concurred by:

Service Provider:

(Printed Name over Signature)

Address: _____

Contact Number: _____