

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-09-648

End-user: KALAHI-CIDSS

Name of Project:

RFQ No.: 2024-09-921

Date: SEP 20 2024

ABC: ₱350,000.00

**PRODUCTION AND PRINTING OF IEC MATERIALS AND ADVOCACY COLLATERALS FOR DSWD FO CAR  
KALAHI-CIDSS**

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](mailto:bacsec.car@dswd.gov.ph) on or before **SEP 24 2024 12:00NN.**

  
RINA CLAIRE L. REYES  
BAC Chairperson

**TERMS AND CONDITIONS:**

- Quotations in excess of the ABC will be **REJECTED**.
- For unit price/s, 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 or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice 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 lower shall prevail.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may 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 may 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 may 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](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
	<b>PRODUCTION AND PRINTING OF IEC MATERIALS AND ADVOCACY COLLATERALS FOR DSWD FO CAR KALAHI-CIDSS</b>				
1	<b>CDD Advocacy Folder</b> - Spread Size: 18in x 12in - Folded Size: 9in x 12in - Full-Color Printing - Printing: C2S 300GSM - Folder with one pocket (right side, glued outside edge) and spine to hold A4 size paper - with a slit for 1 business card - with 2in x 12in tuck-in clap so materials inside won't slip out  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	100	piece		
2	<b>Hydro Flask</b> - 800 mL - Wide mouth with Spout Lid Vacuum Insulated Stainless Steel Drinking Water  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	300	piece		
3	<b>Umbrella</b> - Double Canopy Umbrella - 39 inches (end to end) - Color: White  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	100	piece		
4	<b>Tarpaulin for Rollup Banner</b> - Full color - 2.75ft x 6.5ft - Glossy - with Eyelet  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	70	piece		
5	<b>Cloth Bag</b> - Color: White (150 pieces) Black (150 pieces) - Blended Jute Fabric - Cotton Web Handles - Fully lined interior Zip - Closure Large Imprint Area - Size: 15.5in x 17in x 4.5in - Silk Screen Prinitng/Sublimation Printing  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	300	piece		
6	<b>Brochures</b> - Size: Trifold A4 - Full Color Printing: 4C/4C - Paper: Matte C2S #100 - Back to Back  <b>PLEASE SEE ATTACHED IEC DESIGN APPROVAL FORM</b>	2900	piece		
				<b>TOTAL</b>	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).	[ ]	[ ]	
	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 an 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:

Lot basis

Total Quoted Price

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 

DRN: \_\_\_\_\_ N/A

**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2024-SMU-IEC – 177 **Date and time received:** \_\_\_\_\_

**Type of IEC Material:** KALAHI-CIDSS CDD Advocacy Folder

**Specification of IEC Materials:** For Printing and Production


Size: 18in x 12 in; Folded Size: 9in x 12 in  
Full-Color Printing  
Folder with one pocket (right side, glued outside edge) and spine to hold A4 size paper;  
with a slit for 1 business card, and with 2 inches' x 12 inches a tuck-in clap so materials  
inside won't slip out.  
Pieces: 100

Kindly see attached file. Thank you

Prepared by:

  
**LAUREN A. ALIMONDO**  
KALAHI-CIDSS Social Marketing Officer

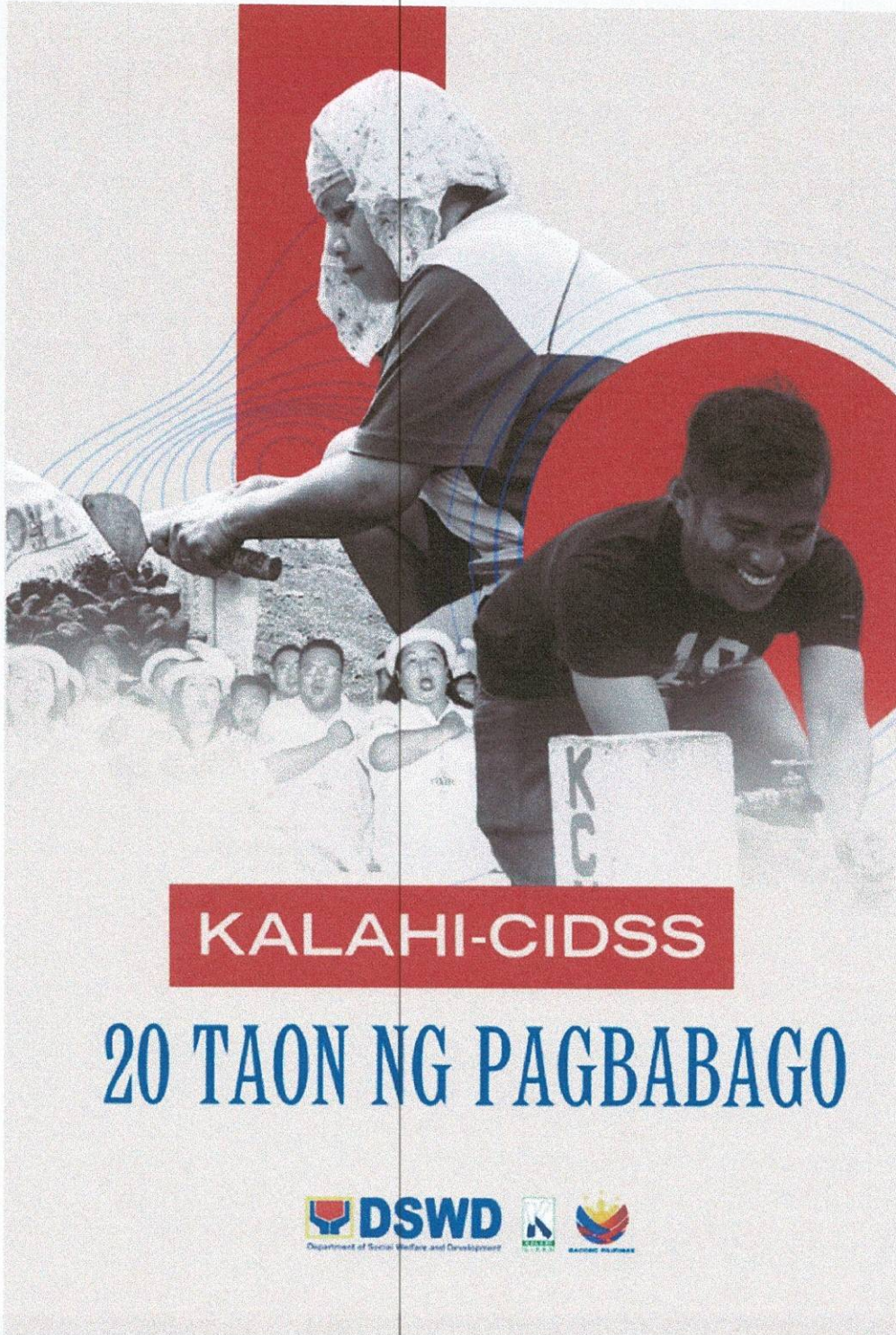
Noted by:

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

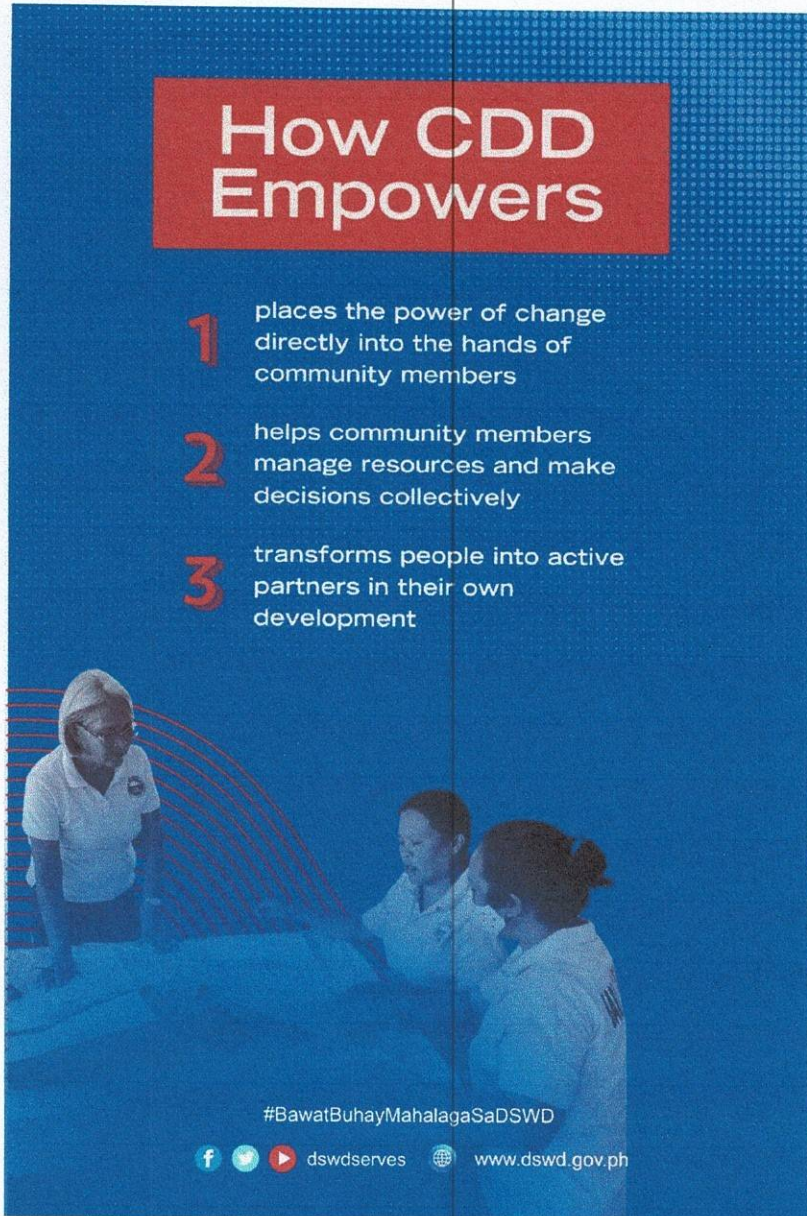
Approved/Disapproved:

  
**MARIA A. CATEAGAN-APLATEN, PhD**  
Director IV, Regional Director

Cover







## Back Cover



# How CDD Empowers

- 1 places the power of change directly into the hands of community members
- 2 helps community members manage resources and make decisions collectively
- 3 transforms people into active partners in their own development

#BawatBuhayMahalagaSaDSWD




 dswdserves
 
 www.dswd.gov.ph

## Inner Left

After touching the lives of more than 22 million household beneficiaries, here we are now



2,535,315 million community volunteers have been engaged



795,954 women have been engaged in paid labor



83,155 subprojects have been completed, with 16,320 completed in 2023 alone



There are 22,170,935 million actual household beneficiaries



A total of 2,152,271 million workers have been engaged in paid labor

### KALAHI-CIDSS behind the numbers



Active involvement in barangay assemblies increases residents' knowledge of local governance, leadership, and development plans.



Socio-economically, the program reduces travel time and costs to basic services, boosts school enrollment, and offers opportunities to diversify livelihoods and access new technologies.

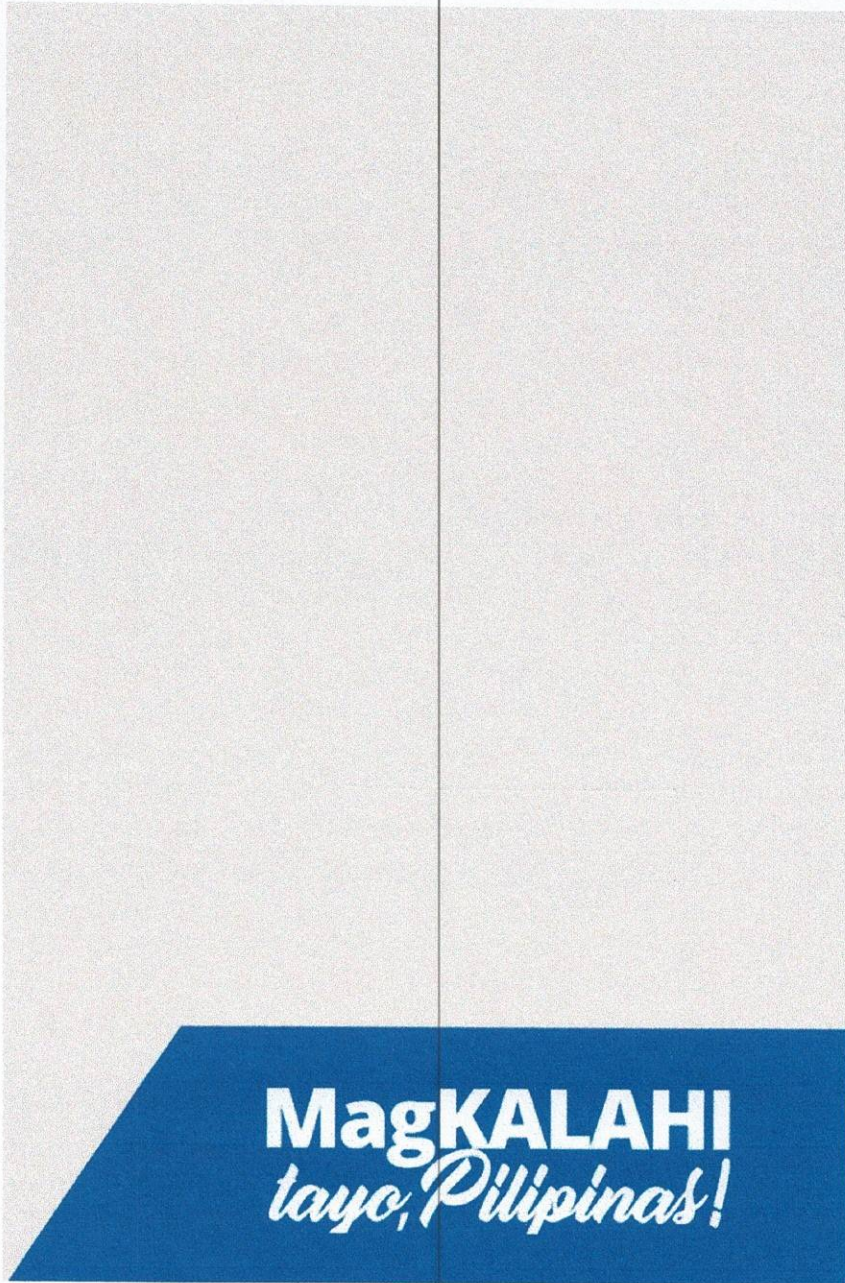


Community empowerment is evident through increased technical skills, better communication, and enhanced leadership among local leaders and volunteers.



Improved information sharing benefits poorer households and barangays.

## Inner Right







DRN: \_\_\_\_\_ N/A

### IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC – 179 Date and time received: \_\_\_\_\_


Type of IEC Material: KALAHY-CIDSS Advocacy Materials

Specification of IEC Materials: For Printing and Production of Umbrella

Production of Umbrella: 100 Pieces

Specifications:  
Double Canopy Umbrella 39 inches (end to end)  
Color: White

**Side 1**



Prepared by:  
  
**LAUREN A. ALIMONDO**  
KALAHY-CIDSS Social Marketing Officer

Noted by:  
  
**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Regional Information Officer

Approved/Disapproved:  
  
**MARIA A. CATBAGAN-APLATÉN, PhD**  
Director IV, Regional Director



DRN: \_\_\_\_\_ N/A

**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2024-SMU-IEC – 180 **Date and time received:** \_\_\_\_\_

**Type of IEC Material:** KALAHI-CIDSS Advocacy Materials

**Specification of IEC Materials:** For Printing and Production of Tarpaulin for Rollup Banner

<p>Production of Tarpaulin for Rollup Banner: 70 Pieces          Specifications:          Full Color          Size: 2.75 ft x 6.5ft          Glossy          With Eyelet</p> <p>Kindly see attached file below. Thank you</p>
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Prepared by:

**LAUREN A. ALIMONDO**  
KALAHI-CIDSS Social Marketing Officer

Noted by:

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

Approved/Disapproved:

**MARIA A. CATBAGAN-APLATEN, PhD**  
Director IV, Regional Director





## KALAHI-CIDSS

# 20 TAON NG PAGBABAGO

After touching the lives of more than 22 million household beneficiaries, here we are now



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### KALAHI-CIDSS behind the numbers



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Improved information sharing benefits poorer households and barangays.



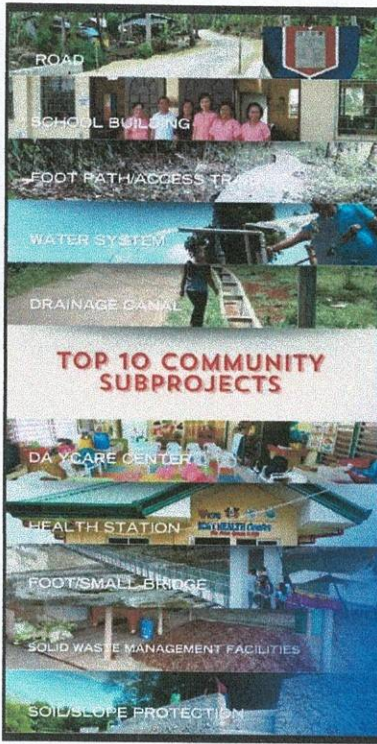
Socio-economically, the program reduces travel time and costs to basic services, boosts school enrollment, and offers opportunities to diversify livelihoods and access new technologies.



Community empowerment is evident through increased technical skills, better communication, and enhanced leadership among local leaders and volunteers.





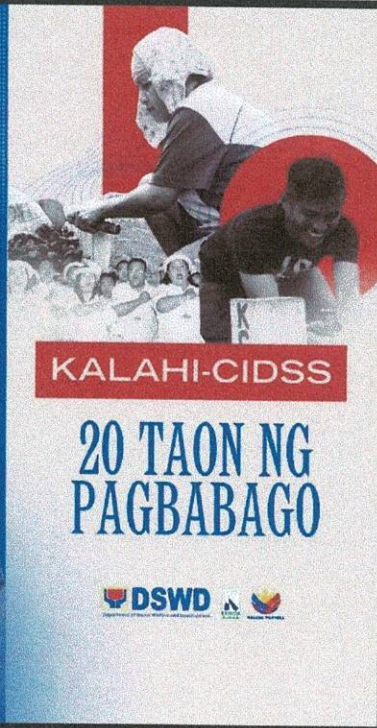


**TOP 10 COMMUNITY SUBPROJECTS**


## How CDD Empowers

- 1** places the power of change directly into the hands of community members
- 2** helps community members manage resources and make decisions collectively
- 3** transforms people into active partners in their own development

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www.dswd.gov.ph



**KALAHI-CIDSS**  
**20 TAON NG PAGBABAGO**








## About the Program

The KALAHI-CIDSS program is the Department of Social Welfare and Development's (DSWD) flagship initiative aimed at tackling poverty through a Community-Driven Development (CDD) approach.





KALAHI-CIDSS began in 2002 in Dolores, Quezon, and by 2003, it started spreading its impact to empower more communities. KALAHI-CIDSS is more than just a development program—it's a movement that trains and involves community members and local governments to collaboratively identify and address their unique challenges.

KALAHI-CIDSS stands as a testament to the power of inclusive development and collaboration - proving that communities, given the right tools and support, can rebuild and thrive against the challenges posed by poverty.

### After touching the lives of more than 22 million household beneficiaries, here we are now

- 2,535,315 million community volunteers have been engaged 
- 795,954 women have been engaged in paid labor 
- 83,155 subprojects have been completed, with 16,320 completed in 2023 alone 
- There are 22,170,935 million actual household beneficiaries 
- A total of 2,152,271 million workers have been engaged in paid labor 

## KALAHI-CIDSS behind the numbers

-  Active involvement in barangay assemblies increases residents' knowledge of local governance, leadership, and development plans.
-  Improved information sharing benefits poorer households and barangays.
-  Socio-economically, the program reduces travel time and costs to basic services, boosts school enrollment, and offers opportunities to diversify livelihoods and access new technologies.
-  Community empowerment is evident through increased technical skills, better communication, and enhanced leadership among local leaders and volunteers.

