

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2024-09-643 RFQ No.: 2024-09-922  
End-user: SMU Date: SEP 25 2024  
Name of Project: \_\_\_\_\_ ABC: ₱60,950.00

**PRODUCTION OF AND PRINTING OF ADVOCACY AND IEC MATERIALS AS SOCIAL MARKETING COLLATERALS**

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 OCT 01 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 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.
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](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	BRAND OFFERED	UNIT PRICE	TOTAL
	<b>PRODUCTION OF AND PRINTING OF ADVOCACY AND IEC MATERIALS AS SOCIAL MARKETING COLLATERALS</b>					
<b>1</b>	<b>FAN FLYERS</b> -FULL COLOR -BACK TO BACK -GLOSSY PAPER -250-300GSM -8.5" x 11"  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	<b>350</b>	<b>piece</b>			
<b>2</b>	<b>AUTOMATIC FOLDABLE UMBRELLA</b> -12 RIBS DOUBLE BONE -HIGH-QUALITY FIBERGLASS RIBS -STAINLESS STEEL METAL SHAFT -ANTI-UV COATED CANOPY -TIE WRAP SNAP-BUTTON -COLOR: NAVY BLUE -TO BE PRINTED WITH COLORED LOGOS  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	<b>80</b>	<b>piece</b>			
<b>3</b>	<b>CUSTOMIZED EXPANDABLE PAPER BAG</b> -WITH ROPE HANDLE -ATLEAST 120 GSM -BROWN -PRINTED WITH COLORED LOGOS -SIZES (80 PCS EACH SIZE): -SMALL: 6.69 x 3.54 x 12" -MEDIUM: 8.66 x 5.12 x 12" -LARGE: 11 x 6 x 13.5"  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	<b>240</b>	<b>piece</b>			
<b>TOTAL PRICE</b>						
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>		
		<b>Can Comply</b>	<b>Cannot Comply</b>			
	<i>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.</i>	[ ]	[ ]			
	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                       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





**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2024-SMU-IEC-164    **Date and time received:** 30 August 2024  
**Type of IEC Material:** Fan Flyer  
**Specification of IEC Materials:** Full color, back-to-back, glossy paper, 250-300 gsm

8.5"

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Pantawid Pamilyang Pilipino Program (4Ps)**

Noong 17 Abril 2019, ipinatatag ang RA11030 na may kahalagang bilang An Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps) o 4Ps Act. Sa pangunahing itinatag, ang 4Ps na programa sa ilalim ng Department of Social Welfare and Development (DSWD) ng magsisiyong pamamahalang kinatawahan ng gobyerno upang pakilapin sa bansa sa pamamagitan ng pagbibigay ng tulong-pinsiyal sa mga mahirap na sambalayang Pilipino upang maabutin ang kanilang kalusugan, nutrisyon, at edukasyon.

**Sinu-sino ang maaaring maging benepisyaryo ng 4Ps?**

Ang mga benepisyaryo ng programa ay orihinal na base sa isang standardized targeting system ang mga maging maging benepisyaryo nito ay mga mahirap na sambalayang Pilipino na may mababang edukasyon at mga kondisyon ng programa. Kabilang na sa targeting system na ito ang mga magulang, magsisilab, walang tirahan, katulob, informal settler, at mga benepisyaryong hindi maging lugar sa geographically isolated and disadvantaged areas.

Narito ang mga batayan ng isang sambalayan na maaaring makakuha sa programa:

- Mayroong 0-18 taong gulang na miyembro ng sambalayan
- Mayroong miyembro na nagkukuha sa pamamagitan ng amonestasyon

Ang isang kwalipikadong sambalayan ay maaari lamang maging benepisyaryo ng programa sa loob ng 7 taon

**Anu-ano ang mga benepisyaryo na maaaring makuhang mula sa programa?**

Sa ilalim ng 4Ps Act, ang mga benepisyaryo nito ay makakatanggap ng mga sumusunod:

 Tulong-pinsiyal para sa edukasyon <small>Ang mga benepisyaryo ng programa ay makakatanggap ng tulong-pinsiyal para sa edukasyon sa pamamagitan ng mga benepisyaryo ng programa.</small>	 diy-care at karametara <small>₱300.00 kada buwan sa loob ng 10 buwan na may anak</small>	 Junior high school <small>₱800.00 kada buwan sa loob ng 10 buwan na may anak</small>
	 Senior high school <small>₱700.00 kada buwan sa loob ng 10 buwan na may anak</small>	

- Tulong-pinsiyal para sa kalusugan  
Ang mga benepisyaryo ng programa ay makakatanggap ng tulong-pinsiyal para sa kalusugan sa pamamagitan ng mga benepisyaryo ng programa.

₱750.00 kada buwan

- Sukat na insurance coverage mula sa National Health Insurance Program o PhilHealth
- Prinsipalidad at pagtatanggap ng serbisyo mula sa Sustainable Livelihood Program (SLP) ng DSWD na ginagamit ng benepisyaryo at suporta ng mga benepisyaryo ng programa ng iba pang mga ahensya ng gobyerno o mga kababero ng organisasyon.

#BawatBuhayMaliwagaSaDSWD

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[youtube.com/dswd](#)

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Pantawid Pamilyang Pilipino Program (4Ps)**

**Bukod sa mga nabanggit, ang mga benepisyaryo ay maaaring mabigyan din ng iba pang benepisyaryo base sa mga panukala o kautusan katulad ng:**

**Rice Subsidy**    ₱600.00 kada buwan na may anak sa ilalim ng Panguing Rice for Disaster-affected Areas (PRADA) program

**Anu-ano ang mga kondisyon ng programa na kailangang sundin ng mga benepisyaryo nito?**

Upang makatanggap ng tulong-pinsiyal, ang mga benepisyaryo ng programa ay kailangang sumunod sa mga kondisyon nito na siyano nakasad sa "Oath of Commitment" na kanilang binigay. Ang mga kondisyon na kailangang sundin ay ang mga sumusunod:

Ang mga batang nasa 5-18 taong gulang ay kailangang bumalik sa eskwela at kumuha ng isang maging markang pagbabalik sa eskwela sa loob ng 10 buwan na may anak	Ang mga nagmamuhay ay dapat magpakonsulta sa mga health centers sa pamamagitan ng mga benepisyaryo ng programa at magpakonsulta sa mga benepisyaryo ng programa
Ang mga batang nasa 0-5 taong gulang ay kailangang magpakonsulta at magpakonsulta	Ang mga batang nasa 1-14 taong gulang ay kailangang umiwi sa pamamagitan ng mga benepisyaryo ng programa

**FDS**    Ang sa sa responsabang miyembro ng sambalayan ay kailangang itatagpuan sa Family Development Session (FDS) kada buwan

**Ano ang maaaring mangyari sa isang benepisyaryo na hindi makakatanggap sa mga kondisyon ng programa?**

Nakasad sa batas na ang benepisyaryo na hindi makakatanggap sa alinman sa mga kondisyon ng programa ay makakatanggap ng salit para sa unang albot at ang kanilang tulong-pinsiyal ay makakatanggap, kung ang benepisyaryo ay hindi pa rin nakasad sa kondisyon matapos ang sumunod na apat na buwan, sila ay itatagpuan sa isang intensive case management na siyang pangangailangan ng DSWD kung hindi pa rin sumunod ang benepisyaryo sa loob ng isang buwan sa loob ng isang buwan, sila ay mabigyan ng unang albot, ang benepisyaryo ay maaari nang matanggap sa programa.

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FRONT
BACK

**Comments:** Dear RD, for your input and approval po. Thank you.

Prepared by:

**MARLO C. ABYADO JR.**  
 4Ps Information Officer

Recommending Approval:

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

Approved:

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





**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2024-SMU-IEC-165    **Date and time received:** 1 February 2024

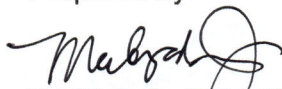
**Type of IEC Material:** Customized expandable paper bag

**Specification of IEC Materials:** Customized expandable paper bag with rope handle, 120  
gsm., brown Printed with colored logos, Sizes: (80 pcs each size) Small: 6.69x3.54x12"; Medium:  
8.66x5.12x12"; Large: 11x6x13.5"



**Comments:** Dear RD, for your input and approval po. Thank you.

Prepared by:



**MARLO C. ABYADO JR.**  
4Ps Information Officer

Recommending Approval:



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

Approved:



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



**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2024-SMU-IEC-163    **Date and time received:** 6 February 2024

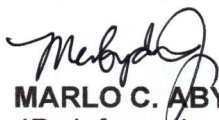
**Type of IEC Material:** Automatic Foldable Umbrella

**Specification of IEC Materials:** Automatic foldable umbrella, 12 ribs double bone, high-quality fiberglass ribs, stainless steel metal shaft, anti-UV coated Canopy, tie wrap snap-button, color: navy blue. To be printed with colored logos



**Comments:** Dear RD, for your input and approval po. Thank you.

Prepared by:



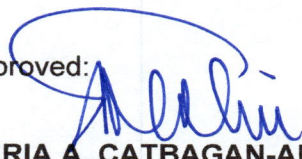
**MARLO C. ABYADO JR.**  
4Ps Information Officer

Recommending Approval:



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

Approved:



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