

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-09-667

RFQ No.: 2024-10-1003

End-user: TAAORSS

Date: OCT 15 2024

Name of Project:

ABC: ₱136,000.00

PRODUCTION OF AND PRINTING OF ADVOCACY NOTEBOOK FOR THE DELIBERATION AND AWARDING OF WINNERS UNDER DSWD
MEMORANDUM CIRCULAR NO.18, SERIES OF 2023 OR THE PROVISION OF REWARDS AND INCENTIVES

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 OCT 21 2024 12:00NN


RINA CLAIRE L. 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 or Invoice (as applicable) 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 **₱500,000.00 for Emergency Cases and ₱50,000.00 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.

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
	PRODUCTION OF AND PRINTING OF ADVOCACY NOTEBOOK FOR THE DELIBERATION AND AWARDED OF WINNERS UNDER DSWD MEMORANDUM CIRCULAR NO.18, SERIES OF 2023 OR THE PROVISION OF REWARDS AND INCENTIVES					
1	ADVOCACY NOTEBOOK NOTEBOOK COVER: Hand cover (Full Color) Glossy type-Inserts 7 pages Size: A5 (21.5 x 14.5) when opened spring Inside: lined journal with 100 sheets, 80gsm per sheet PLEASE SEE ATTACHED DESIGN FOR REFERENCE	272	pcs			
TOTAL PRICE						
OTHER REQUIREMENTS		COMPLIANCE			REMARKS	
		Can Comply	Cannot Comply			
<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.		[]	[]			
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

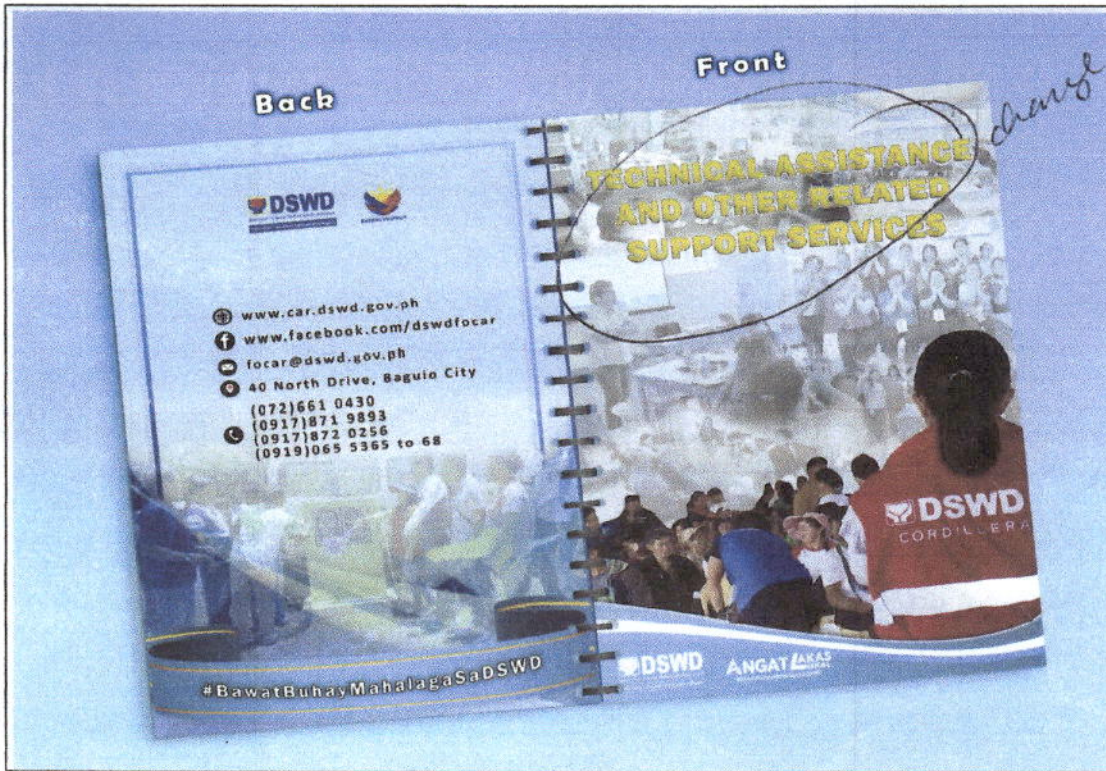
MEL/rjh

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-175 Date and time received: 11 September 2024

Type of IEC Material: Notebook

Specification of IEC Materials: _____



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

Prepared by:

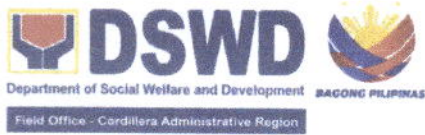
[Signature]
DECEMBRON D. GUBAT, JR
Computer Maintenance Technologist II

Recommending Approval:

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

Approved:

[Signature]
DIR. MARIA C. APLATEN, PhD
Director IV, Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: _____ **Date and time received:** 09/20/2024

Type of IEC Material: TAAORSS NOTEBOOK (Inserts)

Specification of IEC Materials:

Please see attached files.

Prepared:

SHANIAH PEARL D. BELEN
SWOII TAACRSS

Recommended for Approval

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

9/25/2024

Approved:

MARIA CATBAGAN-APLATEN, PHD
Regional Director



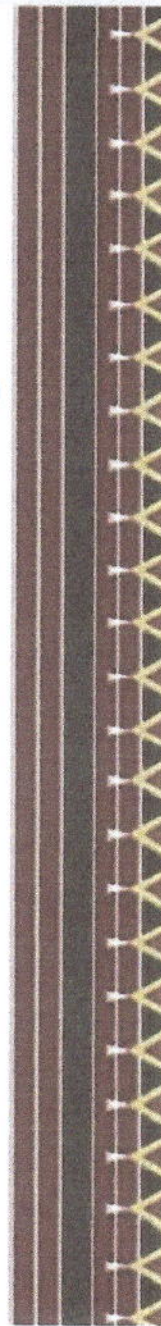
**MC 10 SERIES OF 2018
TECHNICAL ASSISTANCE AND
RESOURCE AUGMENTATION
PROGRAMS AND SERVICES**

Technical Assistance (TA)

Consists of non-monetary interventions which are designed to enhance the capability of the LSWDOs based on needs assessment, for the effective implementation of SWD programs, projects, and services.

FORMS OF TA PROVISION

TRAINING
TRAINING OF TRAINIER
ORIENTATION
DEMONSTRATION SESSION
WORKSHOP
FORUM
CONSULTATION OR SHARING SESSION
CONFERENCE
COACHING
MENTORING



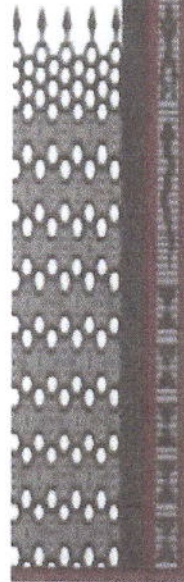
**MC 10 SERIES OF 2018
TECHNICAL ASSISTANCE AND
RESOURCE AUGMENTATION
PROGRAMS AND SERVICES**

Resource Augmentation (RA)

The provision of support to LGUs/LSWDOs in the following forms, for the immediate response and early recovery of victims of disaster and implementation of other LSWDO-led programs and projects as mandated by existing laws and as may be provided for by existing DSWD policies and programs.

FORMS OF RESOURCE AUGMENTATION

SUPPLIES AND MATERIALS
FUNDING
HUMAN RESOURCES



Service Delivery Capacity and Capability Assessment (SDCA)

Refers to the assessment tool administered by the Field Office every 3 years to determine the level of service delivery by the LGU assessed. The components of SDCA are administration and Organization, Program Management, and Institutional Mechanisms.



The level of functionality of LSWDOs is exhibited through a three-scale score that is categorized as follows:

Level III

LSWDO exceeds the minimum expected level of service delivery and has remarkable innovations and initiatives in the identified work areas

Level II

LSWDO exceeds the minimum expected level of service delivery based on set indicator

Level I

meets minimum expected level of service delivery based on set indicator
Low Level- meets below minimum expected level of service delivery based on set indicator

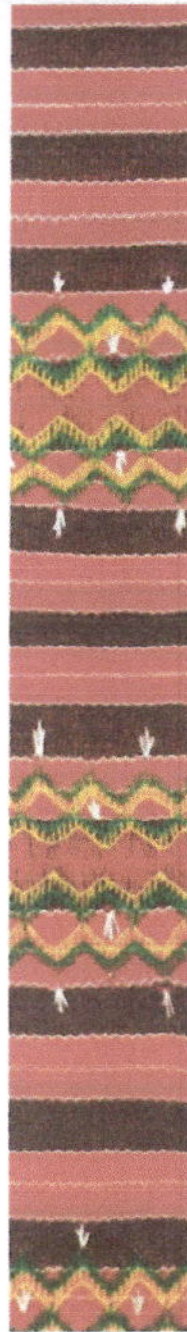
Low Level

meets below minimum expected level of service delivery based on set indicator



MEMORANDUM CIRCULAR NO. 18 SERIES OF 2023

SUPPLEMENTAL GUIDELINES OF
MEMORANDUM CIRCULAR 1, SERIES
OF 2017-REVISED GUIDELINES ON THE
PAGKILALA SA NATATANGING
CONTRIBUSYON SA BAYAN (PANATA
KO SA BAYAN) AWARDS ON THE
PROVISION OF REWARDS AND
INCENTIVES TO LOCAL GOVERNMENT
UNIT THROUGH THE LOCAL SOCIAL
WELFARE ANDE DEVELOPMENT
OFFICES (LSWDO) ON SOCIAL
WELFARE AND DEVELOPEMENT (SWD)
LOCAL IMPLEMENTATION



AWARD CATEGORIES

GAWAD SERBISYONG MAPAGKALINGA

This is given to the LGUs garnering the highest score in the level of service delivery based on the SDCA

GAWAD SERBISYONG MAHUSAY

This award is given to the LGUs with the best program implementation for each of the sectoral areas based on the criteria set in the good practice documentation guidelines and the performance delivery standard.

LIST OF PROGRAMS AND SERVICES UNDER THE GAWAD SERBISYONG MAHUSAY CATEGORY

CHILDREN
YOUTH
FAMILY AND COMMUNITY
WOMEN
INTERNALLY DISPLACED PERSON
PERSON WITH DISABILITIES
SENIOR CITIZENS
INDIGENOUS PEOPLE
PEACE AND DEVELOPEMENT



AWARD CATEGORIES

GAWAD SERBISYONG MASIGASIG

This award is given to the top 3 municipalities per province, top 3 cities per region, and top 3 provinces per regions that were assessed to greatest increase in the level of service capacity

GAWAD SERBISYONG MATAPAT

This recognition is given to LGUs that have a commitment to quality service and values the importance of undergoing assessment to be able to deliver quality SWD programs and services. All LGUs that completed the SDCA are given this award

