

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

No.: 2024-09-669 B

End-user: CIS

Name of Project:

RFQ No.: 2024-10-1106

Date: NOV 11 2024

ABC: ₱51,400.00

PRODUCTION AND PRINTING OF IEC MATERIALS FOR THE WISUPPORT PROGRAM LAUNCHING (2ND POSTING)

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 NOV 15 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 issued by BIR (as applicable, a mere picture of the receipt or invoice 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**.

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 AND PRINTING OF IEC MATERIALS FOR THE WISUPPORT PROGRAM LAUNCHING (2ND POSTING) | | | | | | |
| 1 | BANNER TARP (for office) -6ft. x 4ft. -with eyelets PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 1 | PC | | | |
| 2 | BACKDROP TARP (for event) -8ft. x 6ft. -with eyelets PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 1 | PC | | | |
| 3 | BACKDROP TARP (for event) -6ft. x 4ft. -with eyelets PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 1 | PC | | | |
| 4 | STANDEE TARPAULIN -5.25ft. x 2ft. -with eyelets PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 2 | PCS | | | |
| 5 | BROCHURES -A4 size -Tri-fold -Glossy finish -U5 -full color PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 5000 | PCS | | | |
| 6 | STICKERS -Height: 2in x Width: 2in -Glossy Finish -Full color PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 2000 | PCS | | | |
| TOTAL PRICE | | | | | | |
| OTHER REQUIREMENTS | | | | COMPLIANCE | | REMARKS |
| | | | | Can Comply | Cannot Comply | |
| Delivery of Goods is within 5 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



IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-161 **Date and time received:** 04 September 2024

Type of IEC Material: Flyer

Specification of IEC Materials: Brochure (A4 size)
for WiSupport Program

Comments: Please see attached for your comments and approval, ma'am. Thank you.

Prepared by:


CHRISTIAN ROBERT M. SANDOVAL
Administrative Officer IV

Recommending Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:



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

APPOINTMENT SCHEDULE

Maaring magrequest ng appointment anumang oras at araw ngunit ang pagtugon at pagbibigay ng PSS/PFA ay mula Lunes hanggang Biyernes, 8am-5pm lamang maliban sa Holiday.

Kung kinakailangan ang agarang makakausap mula 5pm-8am, tumawag sa:

DSW-HCMHR CREDIT HOTLINE
0917-899-8727 / 987-8727



We Listen, We Care, WiSUPPORT

DSWD **AICS**

We Listen, We Care
WiSUPPORT
WIRELESS MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT
For Individuals and Families Affected by COVID-19 and Other Crisis Situations

Bisitahin ang aming mga sumusunod na Online Platforms:

- ekwentomo.dswd.gov.ph
- fb.com/dswdfocordillera
- wisupport.focar@dswd.gov.ph
- 0948-505-7745
- 40 North Drive, Baguio City
- WiSUPPORT App at Google Play Store

ANO ANG WIRELESS MENTAL HEALTH & PSYCHOSOCIAL SUPPORT?

Ang **WiSUPPORT** ay isang programa na nagbibigay ng emosyonal na suporta sa mga indibidwal at pamilya na nakakaranas ng krisis o mabigat na pagsubok sa buhay sa pamamagitan ng iba't ibang teknolohiya.

Ang Psychosocial Support/Psychological First Aid ay naglalayon na napagaan ang nararamdaman, mapaninam ang kanilang pagkaya, mapabilis ang kanilang pagbangon mula sa krisis, at mairefer sa nararapat na ahensya at serbisyo kung kinakailangan.

Maaring makarequest ng online Psychosocial Support/PFA sa pamamagitan ng iba't ibang platform na madaling maaccess ng publiko gaya ng pagtext, pagtawag, pag-email, at pag-access sa webportal at google play store mobile app.

Paano magrequest ng Psychosocial Support/ Psychological First Aid?

Gemt ang DSWD **WiSUPPORT** Webportal sa inyong browser tab, itagay ang <https://wisupport.dswd.gov.ph>

Sagutan ang Consent Form at Data Privacy Punan ang lahat ng mga impormasyong hinihingi.

Printin ang submit request

Hintayin ang text message/phone call ng DSWD Service Provider magkasundo sa petsa, oras, at paraan ng pag-uusap (ex. Phone call o Video call via Googlemeet).

Maging handa sa inyong Psychosocial Support



SELF-CARE TIPS a quick guide to improve the four dimensions of self

PHYSICAL WELL-BEING



EMOTIONAL WELL-BEING

- practice compassion
- listen and empathize
- balance social and solitary time
- express and honor feelings and needs
- acknowledge and motivate self

MENTAL WELL-BEING



SPIRITUAL WELL-BEING

- respect religious differences
- allow time to reflect on life
- find inner peace
- aspire to live with one's highest values
- lead a life of integrity

3 WAYS TO DEAL WITH Stress

TAKE CARE OF ONE'S SELF

TALK TO OTHERS

KNOW YOUR STRESSORS

SPEND TIME WITH HOBBIES & INTERESTS

MINDFULNESS AND MEDITATION

#BawatBuhayMahalagaSaDSWD

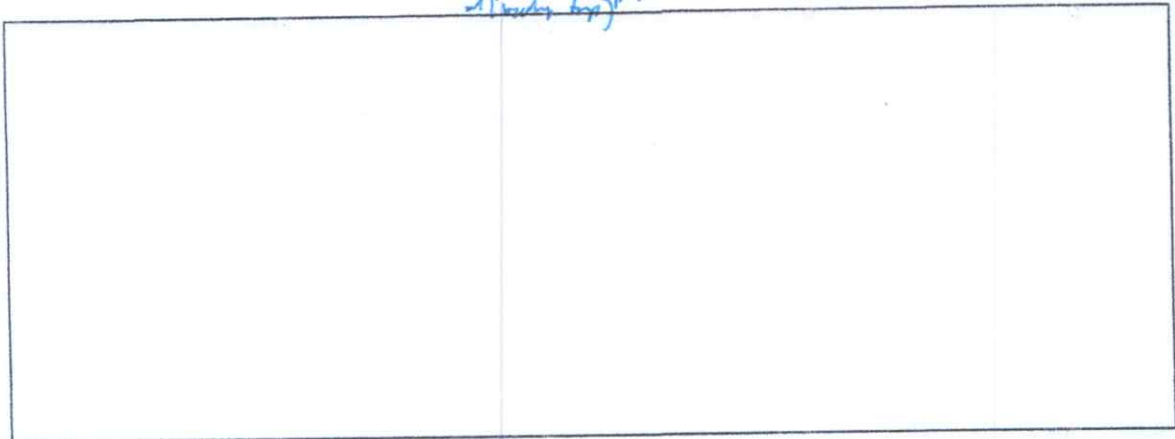
IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-201 Date and time received: 30 September 2024

Type of IEC Material: Tarpaulin

Specification of IEC Materials: Banner Tarp (8ft. x 6 ft., with eyelets) and 6ft. x 4ft., with eyelets) for WiSupport Program

Backings
and 6ft. x 4ft.
4 banner tarp
with 4 eyelets



Comments: Please see attached for your comments and approval, ma'am. Thank you.

Prepared by:

CHRISTIAN ROBERT M. SANDOVAL
Administrative Officer IV

Recommending Approval:

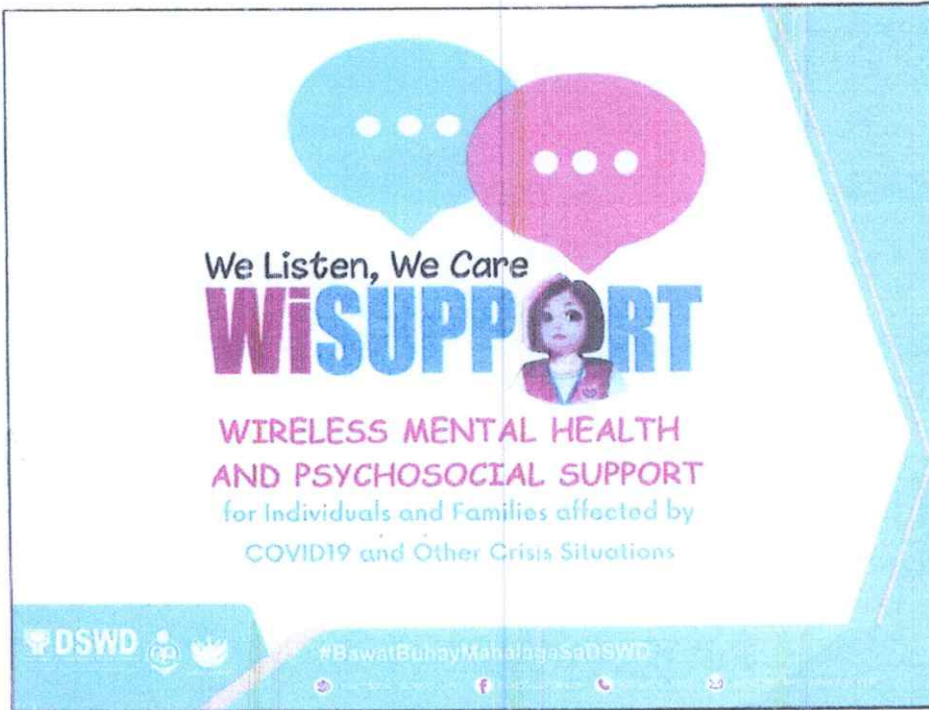
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:

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

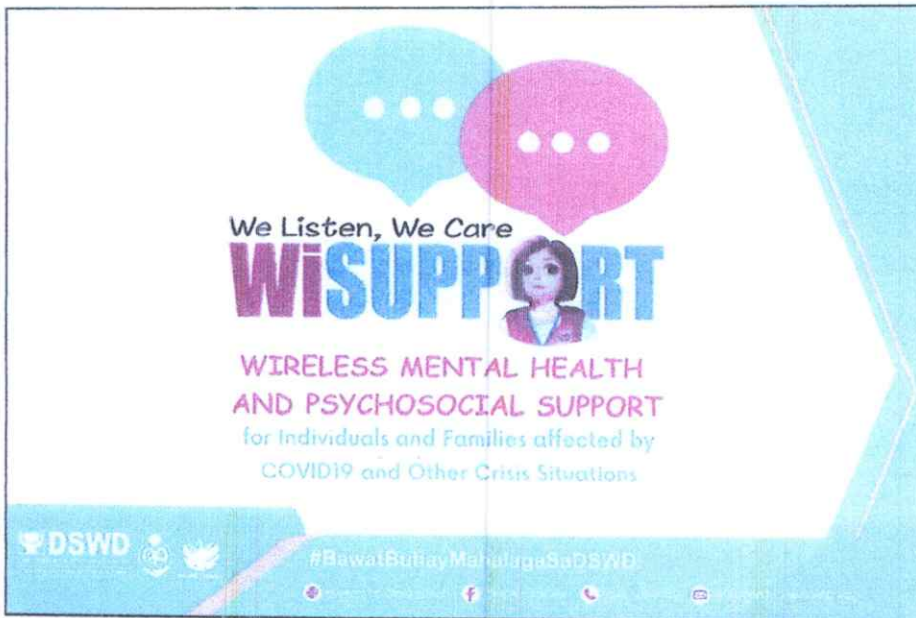
Original Received by:
April Meara
10/3/24





BACKDROP
TARP
8FT X 6FT

Backdrop tarp (for front) *AS*
8 ft. x 6 ft.



2 Banner tarp (for office)
and 2 backdrop tarp (for front) *AS*
6 ft. x 4 ft.

BANNER
TARP

BACKDROP
TARP
6FT X 4FT

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-157 **Date and time received:** 27 August 2024

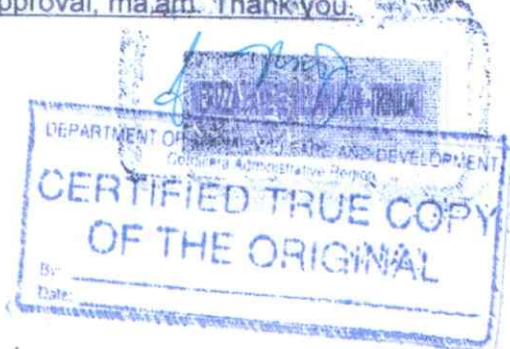
Type of IEC Material: Tarpaulin

Specification of IEC Materials: Standee Tarp (5.25ft. x 2 ft., with eyelets)
and Sticker *2 x 2 m x 2 m*
for WiSupport Program

Comments: Please see attached for your comments and approval, ma'am! Thank you.

Prepared by:

[Signature]
CHRISTIAN ROBERT M. SANDOVAL
Administrative Officer IV



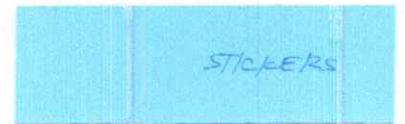
Recommending Approval:

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

Approved:

[Signature]
MARIA A. CATBAGAN-APLATEN, PhD
Director IV, Regional Director





DSWD **AICS**

We Listen, We Care
WISUPPORT
WIRELESS MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT

OBJECTIVES

PILOT AREAS

TARGET CLIENTELE

COMPONENTS

- 01
- 02
- 03
- 04

DSWD **AICS**

Pakitamban mo ba'y nag-isa ka?
Katangan mo ba ng kausap?

KALI

1. DOWNLOAD ANG WISUPPORT Mobile Application

2. SUMITA SA AT I CLICK ANG

3. MAIL-EMAIL SA

4. TAWAG LANG SA

5. I TEXT ANG

Wag kang mag-alala, maaan mong maka-chat o makausap ang aming WISUPPORT service provider na handang making sa yo. Makakaasa kayo na ang lahat ng impormasyong inyong ibabahagi ay ituturing na confidential at pribado.

Binatnin ang Aming mga Online Platforms

- ekwensio@dswd.gov.ph
- wisupport.team@dswd.gov.ph
- 0428067741
- Download WISUPPORT App at Google Play Store
- Scan and Download WISUPPORT App Code Checkless 27/9 and Report CA Checkng Message sent to: 0428067741

We Listen, We Care
WISUPPORT
WIRELESS MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT

STANDEE
TARPAULIN