

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-11-816

End-user: SECTORS

Name of Project:

RFQ No.: 2024-11-1161

Date: NOV 11 2024

ABC: ₱98,400.00

PRODUCTION OF ADVOCACY MATERIALS FOR THE CELEBRATION OF THE NATIONAL CHILDREN'S MONTH 2024

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:

- 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 **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.

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

REQUEST FOR QUOTATION (RFQ)						
LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRODUCTION OF ADVOCACY MATERIALS FOR THE CELEBRATION OF THE NATIONAL CHILDREN'S MONTH 2024					
	STREAMER - 8 ft x 4ft tarpaulin PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1	piece			
	STREAMER - 12 ft x 6ft tarpaulin PLEASE SEE ATTACHED DESIGN FOR REFERENCE	1	piece			
	T-SHIRT -Collared Shirt -Dri-fit -Various Sizes from Small to XL -White -With Multicolored designs and printed colored logos PLEASE SEE ATTACHED DESIGN FOR REFERENCE	40	piece			
	T-SHIRT -Round Shirt -Cotton -Various Sizes from Extra Small to XL -Beige -With Printed Colored Logos PLEASE SEE ATTACHED DESIGN FOR REFERENCE	200	piece			
	TUMBLER -Insulated 300ml beige tumbler with printed logos PLEASE SEE ATTACHED DESIGN FOR REFERENCE	10	piece			
	FOLDING UMBRELLA -8 double ribbed, folding, apple green colored umbrella, with printed logos PLEASE SEE ATTACHED DESIGN FOR REFERENCE	10	piece			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE				REMARKS
		Can Comply	Cannot Comply			
	Delivery of Goods is within 10 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 <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 Canvasser


 MEL/cj

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-226 **Date and time received:** 4 November 2024

Type of IEC Material: Shirt for the Participants of National Children's Month 2024

Specification of IEC Materials: Cotton, various sizes from extra small to XL, beige, with printed colored logos

Comments: To be used in the celebration of NCM



FRONT

Prepared by:


JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III



BACK

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer *11/4/2024*

Approved:


MARIA A. CATBAGAN-APLATEN, PhD
Regional Director

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-228 Date and time received: 4 November 2024

Type of IEC Material: Umbrella for National Children's Month 2024

Specification of IEC Materials: 8 double ribbed, folding, apple green colored umbrella, with printed logos

Comments: To be used in the celebration of NCM



Prepared by:


JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer 11/9/2024

Approved:


MARIA A. CATBAGAN-APLATEN, PhD
Regional Director

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-227 **Date and time received:** 4 November 2024

Type of IEC Material: Shirt for the Facilitators of National Children's Month 2024

Specification of IEC Materials: Drifit, various sizes from small to XL, white collared shirt, with multicolored designs and printed colored logos

Comments: To be used in the celebration of NCM



FRONT



BACK

Prepared by:


KLARISA NATAVIO
SWO II


JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved:


MARIA A. CATBAGAN-APLATEN, PhD
Regional Director



IEC DESIGN APPROVAL FORM.

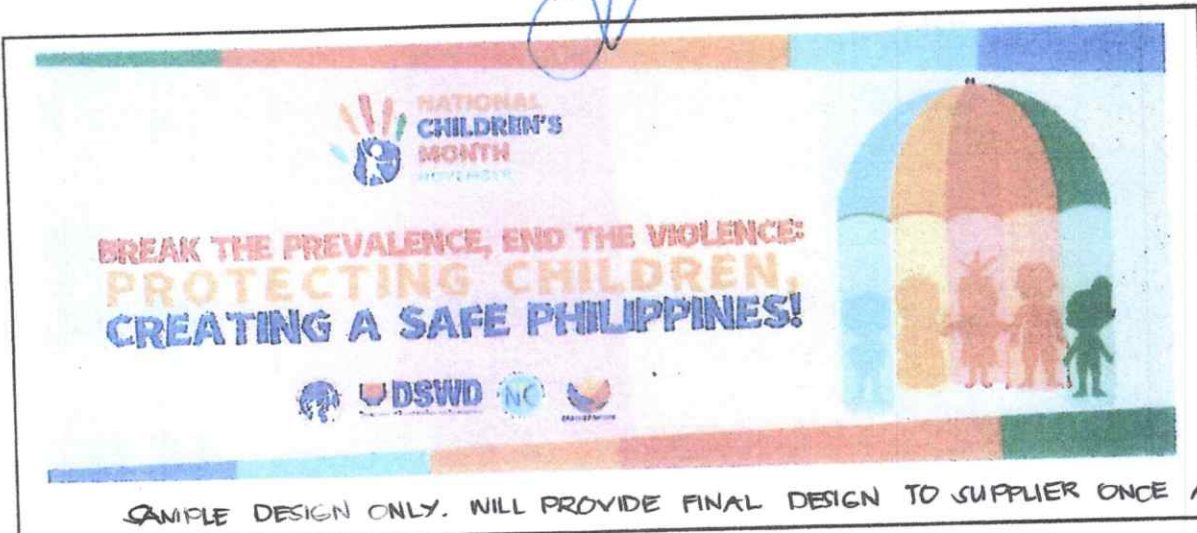
30 OCT 2024

IEC Material Number: 2024-SMU-IEC224.j Date and time received: _____

Type of IEC Material: indicated in the photo

Specification of IEC Materials: / 12 ft x 6 ft and 8 ft x 4 ft

Design from Central Office



Prepared by:

Kyla Suec Tacay
KYLA SUEC TACAY
AA I

Recommended for Approval:

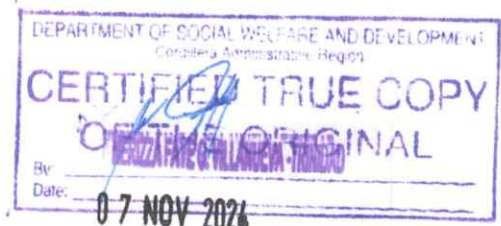
Nerizza Faye G. Villanueva-Trinidad
NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved By:

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

For the Regional Director:

Enrique H. Gascon Jr.
ENRIQUE H. GASCON JR.
Director III, ARD for Operations



IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-229 Date and time received: 4 November 2024
Type of IEC Material: Tumbler for National Children's Month 2024
Specification of IEC Materials: Insulated 300ml beige tumbler with printed logos
Comments: To be used in the celebration of NCM



FRONT



BACK

Prepared by:


JOANNA MARIE M. CAPONPON-APOSTOL
Administrative Assistant III

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer 11/4/2024

Approved:


MARIA A. CATBAGAN-APLATEN, PhD
Regional Director