

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

REQUEST FOR QUOTATION (RFQ)

No.: 2024-11-926  
End-user: DRMD-CCAM  
Name of Project:

RFQ No.: 2024-12-1287  
Date: DEC 18 2024  
ABC: ₱95,000.00

PURCHASE AND DELIVERY OF IEC MATERIALS FOR RRP-CCAM(NOTEBOOK)

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 DEC 23 2024 12:00NN

RINA CLAIRE L. REYES  
BAC Chairperson *dy*

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 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 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 25123,0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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REQUEST FOR QUOTATION (RFQ)						
ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF IEC MATERIALS FOR RRP-CCAM(NOTEBOOK)</b>					
1	<b>CCAM Advocacy Notebook</b> Specifications: Size (Spread): 8.3" x 11.7" (A4 Size), 80gsm inside pages Number of leaves/sheets: 120 leaves/sheets bookpaper (ruled) + five (5) sheets for page inserts (glossy print) Cover: Hardcover, glossy finish printing (Design will be provided) Binding: Coil/Spiral binding on the left side Full color print to front and back cover  <b>PLEASE SEE ATTACHED DESIGN FOR REFERENCE</b>	250	piece			
<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 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.</i>	[ ]	[ ]			
	<i>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</i>	[ ]	[ ]			
<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

MEL/cj





DRN: CAR-FO-SMU-SS-IEC-24-11-34111-S

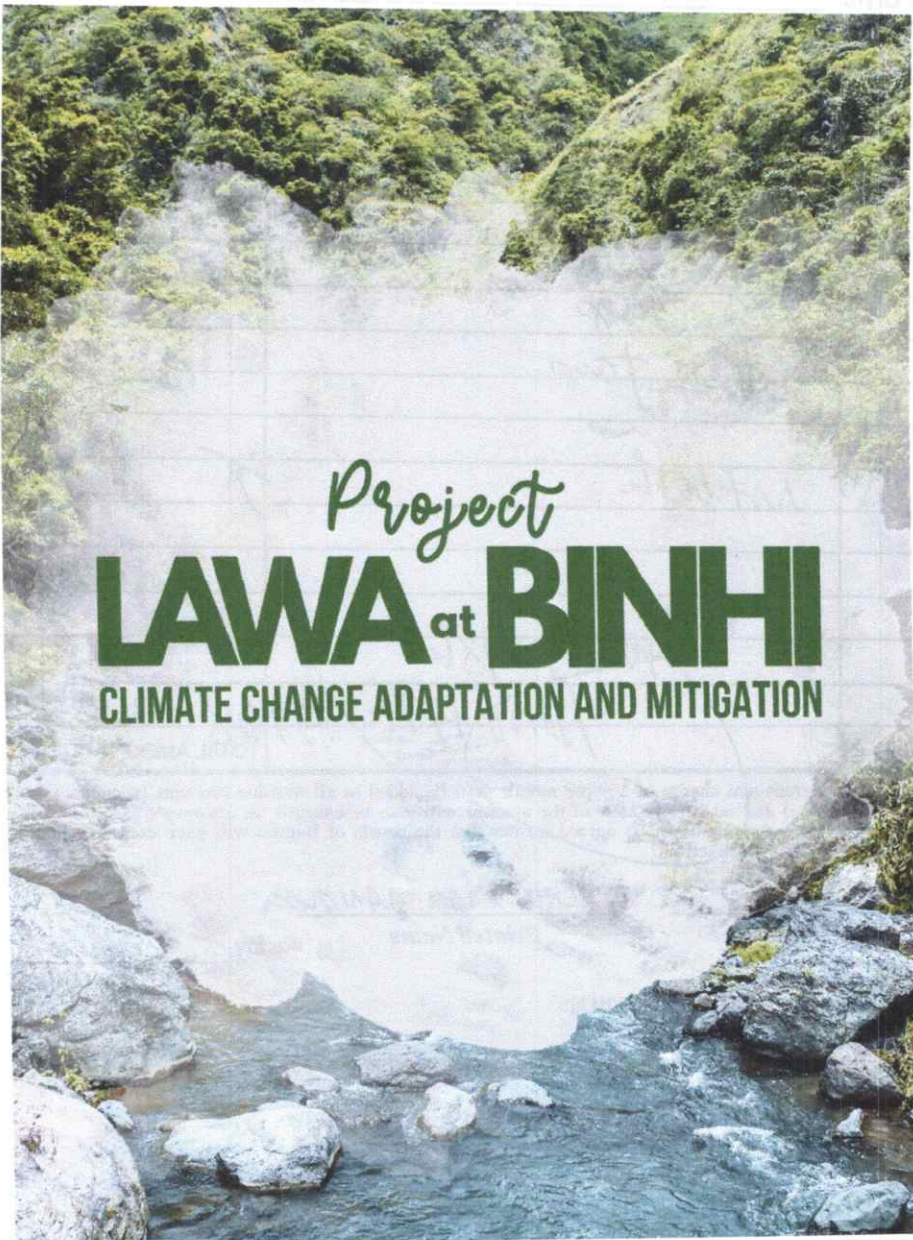
### IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-246 Date and time received: 11/27/2024

Type of IEC Material: Notebook

Specification of IEC Materials: Board Paper cover, 120 leaves, 80 gsm inside pages, spiral bound, full color print to front and back cover, 5 inside pages

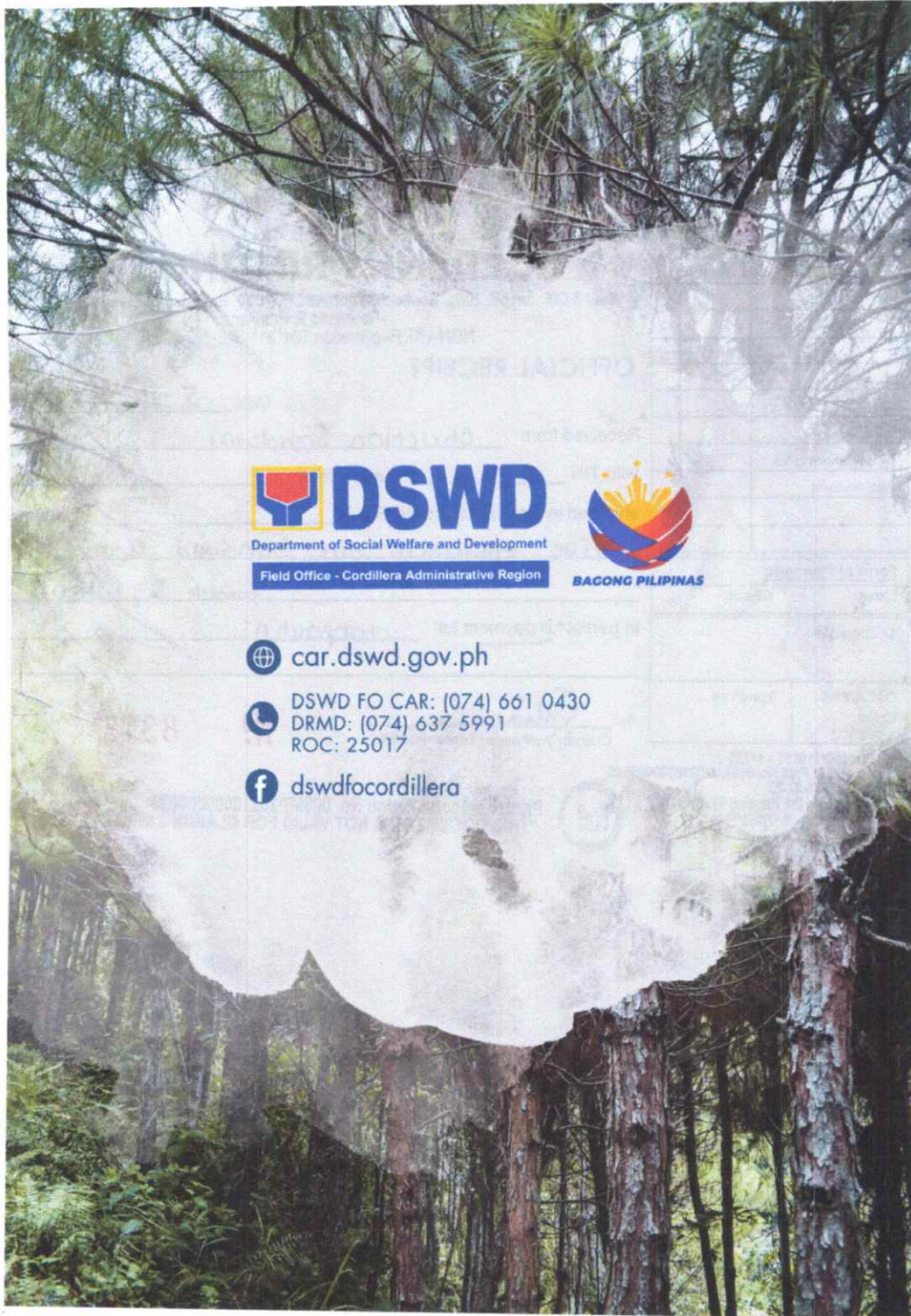
#### Front Cover





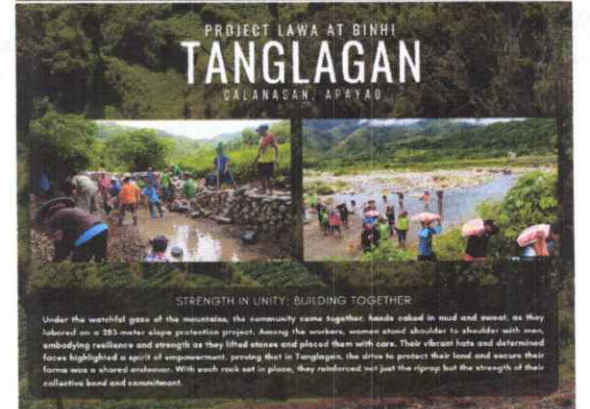
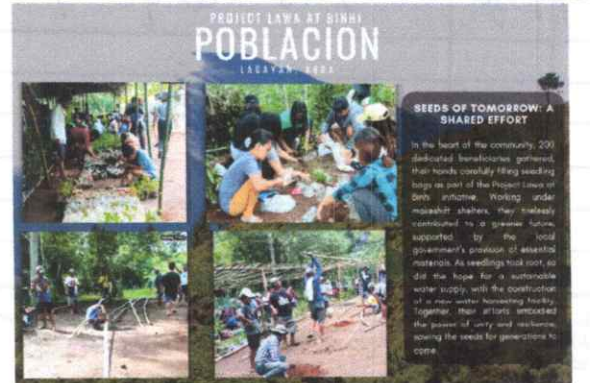
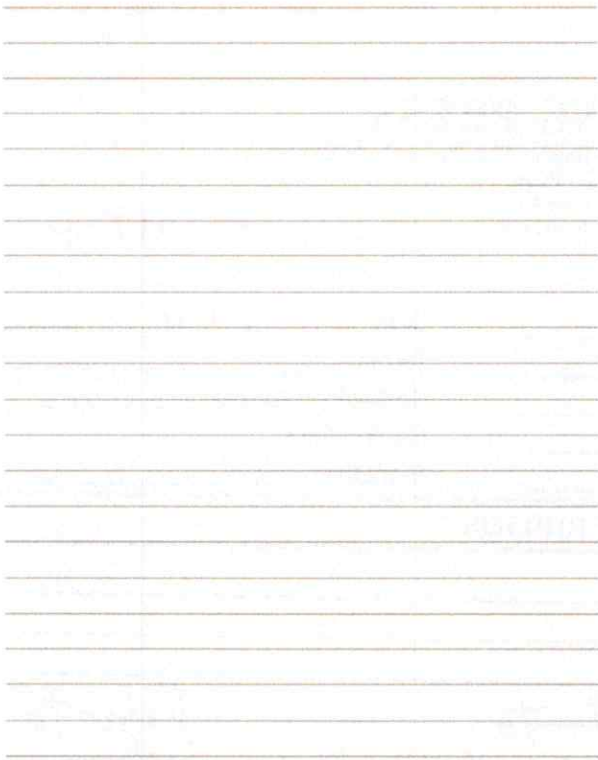


## Back Cover





Inside Pages



**DSWD** **Project LAWA at BINHI**  
CLIMATE CHANGE ADAPTATION AND MITIGATION  
Project LAWA at BINHI or Local Adaptation to Water Access and Breacking Insufficiency through Nutrilicious Harvest for the Impoverished, a project under the Risk Resiliency Program through Cash-For-Training and Work (RRP-CFTW), is a proactive intervention and sustainable solution to combat hunger, alleviate poverty, and decrease economic vulnerability of the communities by addressing food insecurity and water scarcity exacerbated by climate change and disasters.





Prepared by:

**NOVELLE G. ONGAT**  
Information Officer II, DRMD

Recommended for Approval:

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

Approved/Disapproved:

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

For the Regional Director:

**RINA CLAIRE L. REYES**  
CAO, OIC ARD for Administration