

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

REQUEST FOR QUOTATION (RFQ)

RFQ No.: 2025-01-015

Date: JAN 06 2025

ABC: ₱91,000.00

No.: 2024-12-108(2025 NEP)

End-user: CIS

Name of Project:

Printing of IEC and Advocacy Materials for CIS FY 2025

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 JAN 13 2025 12:00NN

AMELYN P. CABRERA
Social Welfare Officer V

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, 0969-572-9176** or email address bacsec.car@dswd.gov.ph.

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REQUEST FOR QUOTATION (RFQ)						
ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	
Printing of IEC and Advocacy Materials for CIS FY 2025						
1	TARPAULIN -full color -7x5ft with eyelet PLEASE SEE ATTACHED DESIGN FOR REFERENCE	50	piece			
2	MINI NOTEBOOK -8.5"X6" -40 sheets -80 pages -cover pages-full color -inside pages-2 colored -spring binding -hard bound PLEASE SEE ATTACHED DESIGN FOR REFERENCE	200	piece			
3	FLYER -A4 size -tri-fold -glossy finish -full color PLEASE SEE ATTACHED DESIGN FOR REFERENCE	2000	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 FQ 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						
Item Basis						

- 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: _____

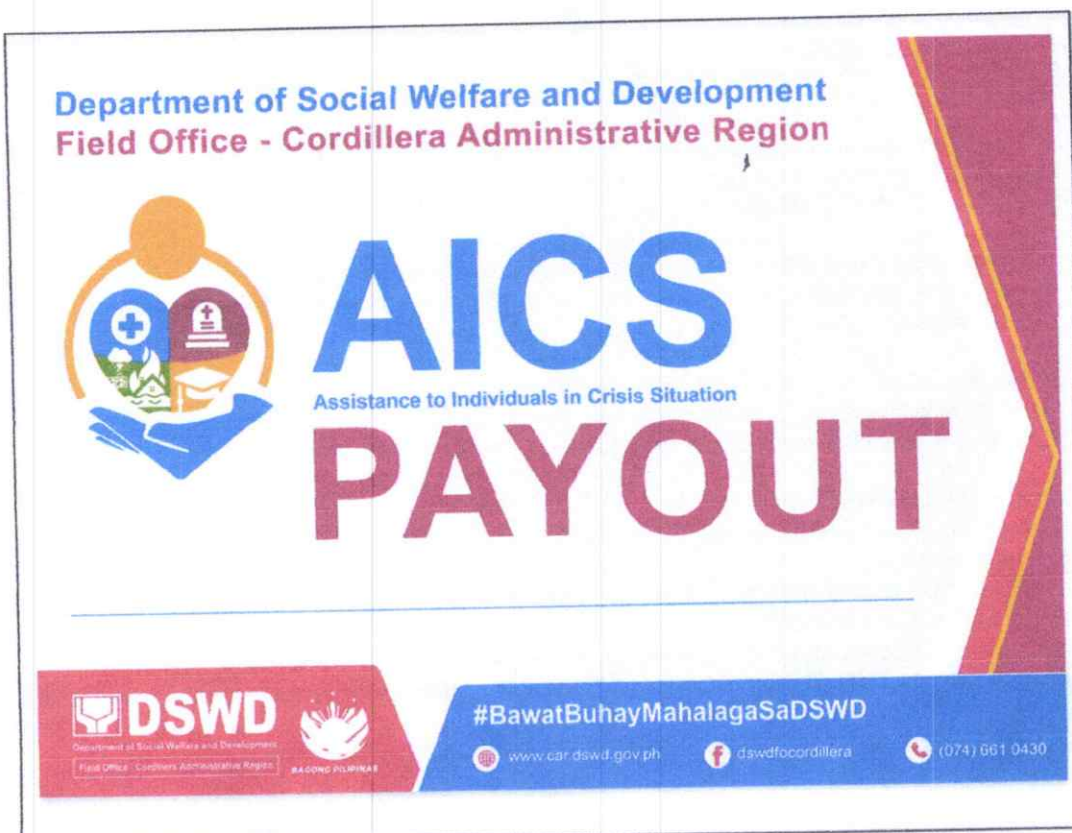
Name and Signature of Canvasser



MEL/cj

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-216 Date and time received: 21 October 2024
Type of IEC Material: Tarpaulin
Specification of IEC Materials: Tarp Banner (7 ft. x 5 ft., with eyelets)
for AICS Payout



Comments: 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:


RINA CLAIRE L. REYES
OIC/ARD for Administration

PAGE 1 of 1

Department of Social Welfare and Development
Field Office - Cordillera Administrative Region



AICSPAYOUT

Assistance to Individuals in Crisis Situation



Department of Social Welfare and Development
Field Office - Cordillera Administrative Region

BAGONG PILIPINAS



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(074) 661 0430

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-217 Date and time received: 21 October 2024
Type of IEC Material: Tarpaulin
Specification of IEC Materials: Tarp Banner (7 ft. x 5 ft., with eyelets)
for AKAP Payout

Department of Social Welfare and Development
Field Office - Cordillera Administrative Region

AKAP
Ayuda para sa Kapos ang Kita Program
PAYOUT



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(074) 661 0430

Comments: 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:

FOR THE REGIONAL DIRECTOR

RINA CLAIRE L. REYES
OIC ARD for Administration

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

PAGE 1 of 1

Department of Social Welfare and Development
Field Office - Cordillera Administrative Region

AKAP

Ayuda para sa Kapos ang Kita Program

PAYOUT



DSWD

Department of Social Welfare and Development

Field Office - Cordillera Administrative Region



BAGONG PILIPINAS

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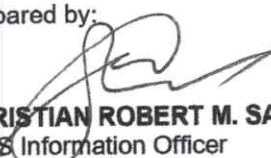
(074) 661 0430

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-222 **Date and time received:** 29 October 2024
Type of IEC Material: Notebook
Specification of IEC Materials: 8.5"x6", 40 sheets, 80pages, Cover pages-full color, Inside pages-2 colored, spring binding, hard bound

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

Prepared by:

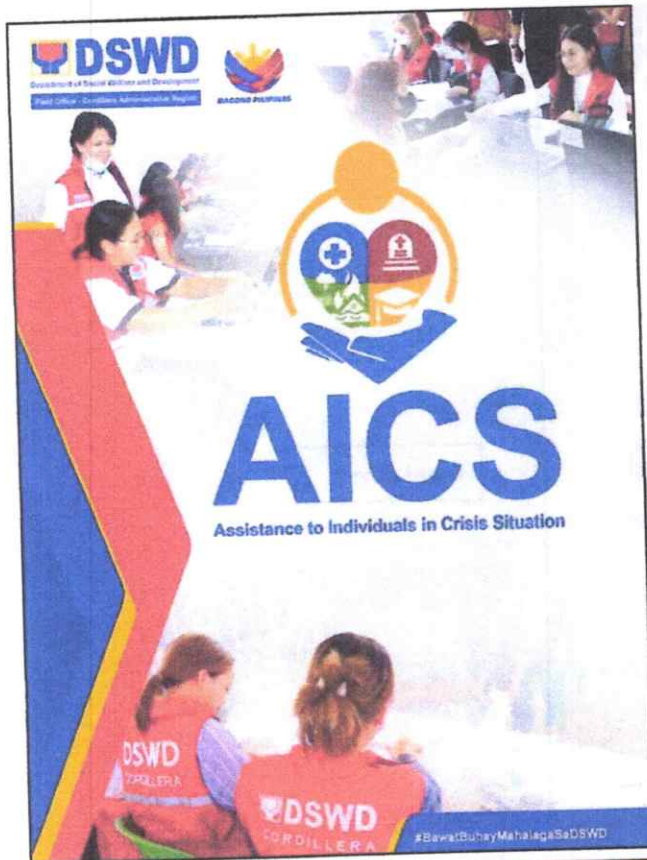

CHRISTIAN ROBERT M. SANDOVAL
AICS Information Officer

Recommending Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

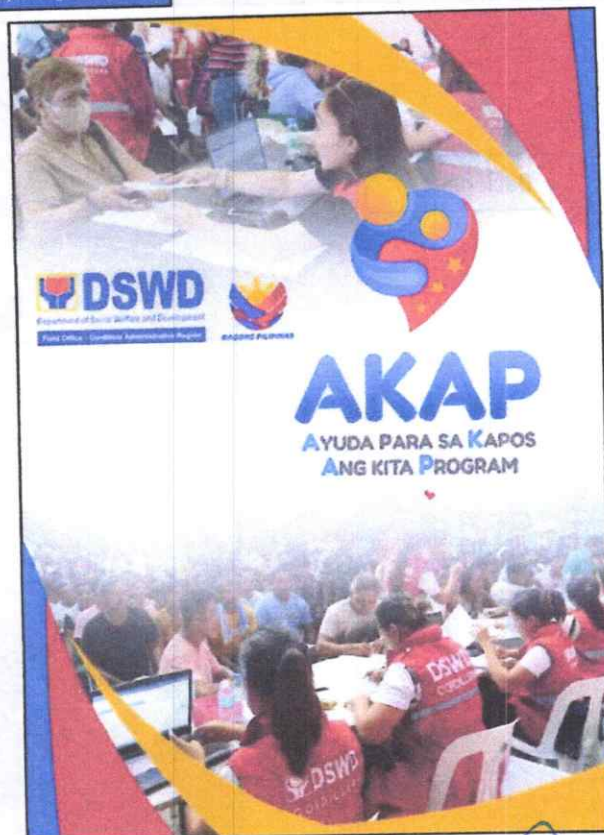
Approved:


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



Front cover

Back page



Ano ang Assistance to Individuals in Crisis Situation o AICS?

Ang Assistance to Individuals in Crisis Situation o AICS ay isang programa ng DSWD na nagbibigay ng tulong pang-edukasyon, medikal, pamasaha, pampalibing, at maging probisyon ng pagkain at iba pang kagamitan para sa mga Pilipinong humaharap sa iba't ibang krisis, sakuna, o matinding kahirapan.

Sinu-sino ang maaaring humingi ng tulong mula sa AICS?

- Indibidwal o pamilyang nakaranas ng krisis, sakuna, o matinding kahirapan
- Mga indibidwal na walang kakayahang sa pananalapi o financially incapacitated (RA 11463)

Anu-ano ang mga tulong na maaaring maibigay ng AICS?

- Pagkain
- Pampalibing
- Medikal
- Edukasyon
- Transportasyon
- Tulong-pinansyal para sa iba pang mga serbisyo

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Inside page

DSWD
Department of Social Welfare and Development

Back of back page

Ano ang Ayuda para sa Kapos ang Kita Program o AKAP?

Ang AKAP ay isang bagong programa na iniatas sa Department of Social Welfare and Development na layuning magbigay ng tulong sa mga Pilipino na tinuturing na minimum wage earners, mahihirap, near poor, at mga rusa informal economy.

Sinu-ano ang mga puwedeng makatanggap ng tulong mula sa AKAP?

- ✓ Mga minimum wage earners
- ✓ Mga nagtrabaho na hindi regular ang kita (at hindi katapos sa minimum wage)

Ano ang puwedeng matanggap na tulong mula sa AKAP?

- Outright cash assistance mula P10,000.00 hanggang P10,000.00. Ito ay depende sa assessment ng DSWD social workers

Ang cash aid na higit sa P10,000.00 ay ibibigay sa pamanangitan ng valid na Guarantee Letter

Ang pamanangitan ng tulong sa ilalim ng AKAP ay dadam din sa assessment ng DSWD Social Worker

PAGE 3 of 3

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-218 **Date and time received:** 21 October 2024
Type of IEC Material: Flyer
Specification of IEC Materials: Flyer (A4 size-tri-fold)
for Updated AICS Information (for 2025 production)

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

FOR THE REGIONAL DIRECTOR

Approved: 
RINA CLAIRE L. REYES
OIC ARD for Administration

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

PAALALA:

Ang mga dokumentong inyong ipapasa ay magbibigay patibay sa inyong nilalahat na kalagayan. Kung kayat lagi nating dalhin ang **Orihinal o Certified True Copy** ng ating dokumento.

Lagi rin nating siguraduhin na dalá natin and ating mga **Valid ID** upang agarang maproseso ang inyong linalapit.

Ang lahat ng pinansyal na tulong mula sa **Crisis Intervention Section** ng DSWD-CAR ay buong mata-tanggap ng mga benepisaryo.

Walang sino man ang awtorisado na magkailas o mapataw ng ano mang pinansyal na singil mula nito.

Ang DSWD ay hindi tumatanggap ng mga fake o peke na dokumento. Kung mapatunayan na nagpasa ang isang kliyente ng pekeng dokumento, may kaukulan itong parusa at dadean ito sa tamang proseso upang mabigyan ng tamang aksyon.

Para sa mga katanungan at karagdagang impormasyon, maaaring tumugon sa mga sumusunod:

car.dswd.gov.ph

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focar@dswd.gov.ph
ciu.car@dswd.gov.ph

(074) 661 0430

40 North Drive, Baguio City



**Assistance to
Individuals in
Crisis
Situation
(AICS)**



#BawatBuhayMahalagaSaDSWD

**Ano ang Assistance to Individuals
in Crisis Situation o AICS?**

Ang Assistance to Individuals in Crisis Situation o AICS ay isang programa ng DSWD na nagbibigay ng tulong pang-edukasyon, medikal, pamasahe, pampalibing, at maging problesyon ng pagkain at iba pang kagamitan para sa mga Pilipinong humaharap sa iba't ibang krisis, sakuna, o matinding kahirapan.

**Anu-ano ang mga tulong na
maaaring maibigay ng AICS?**



Pagkain



Pampalibing



Medikal



Edukasyon



Transportasyon



Tulong-pinansyal
para sa iba pang mga serbisyo

**Paano ang proseso ng pagkuha
ng tulong sa AICS?**



**1 Screening of
Documents**

Ito ay ang linyal na pagchecheck ng mga dokumento sa mga kliyente.



**2 Interview and
Assessment**

Ang kliyente ay interbyutin ng social worker, is-assess and hinihingi nilang tulong at magbibigay ng rekomendasyon ukol sa aittutunin ng programa.



**3 Review and
Approval**

Irereriew ang ginawang assessment, maging ang rekomendasyon ng social worker. Pagkatapos ma-review at makilang naaayon ang assessment, ito ay asapribahan ng Approving Officer.



4 Releasing

Ito ang panghuling hakbang kung saan ang inaprubahan na assistance ay ibibigay o irerelease na sa kliyente.

**Sinu-sino ang maaaring humingi
ng tulong mula sa AICS?**



Indibidwal o pamilyang nakararanas ng krisis, sakuna, o matinding kahirapan



Mga indibidwal na walang kakayahang sa pananalapi o financially incapacitated (RA 11463)

**Saan-saan maaaring humingi
ng tulong mula sa AICS?**



DSWD - Field Office - CAR
40 North Drive, Baguio City

DSWD-CAR - Crisis Intervention Section
Oesidan Centrum, Bokenian Rd., Baguio City

SWAD Office - Abra CIB Satellite Office
G&A Gray Bldg., Torrijos St., Zone 5, Bangue, Abra

SWAD Office - Apayao CIB Satellite Office
Pardios Sarah Residence, San Isidro Sur, Luna, Apayao

SWAD Office - Benguet CIB Satellite Office
3F Epiphany Building, Km 5, La Trinidad, Benguet

SWAD Office - Iligao CIB Satellite Office
2F BAS Bldg., Ysabel St., Lagana, Iligao

SWAD Office - Kalinga CIB Satellite Office
2F Golke's House, Baling St., Purok 3, Bulanao, Tabuk, Kalinga

SWAD Office - Mt. Province CIB Satellite Office
2F Tadtong Bldg., Kalingang, Semo, Bantay, Mt. Province

#BawatBuhayMahalagaSaDSWD

Ano ang Assistance to Individuals in Crisis Situation o AICS?

Ang Assistance to Individuals in Crisis Situation o AICS ay isang programa ng DSWD na nagbibigay ng tulong pang-edukasyon, medikal, pamasaha, pampalibing, at maging probisyon ng pagkain at iba pang kagamitan para sa mga Pilipinong humaharap sa iba't ibang krisis, sakuna, o matinding kahirapan.

Anu-ano ang mga tulong na maaaring maibigay ng AICS?



Pagkain

Pampalibing

Medikal



Edukasyon

Transportasyon



Tulong-pinansyal
para sa iba pang mga serbisyo

Paano ang proseso ng pagkuha ng tulong sa AICS?



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2 Interview and Assessment

Ang kliyente ay iinterbyuhin ng social worker, ia-assess ang hinihingi nitong tulong at magbibigay ng rekomendasyon ukol sa alituntunin ng programa.



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Pagkatapos ma-review at makitang naayon ang assessment, ito ay aapribahan ng Approving Officer.



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Sinu-sino ang maaaring humingi ng tulong mula sa AICS?



Indibidwal o pamilyang nakararanas ng krisis, sakuna, o matinding kahirapan



Mga indibidwal na walang kakayahan sa pananalapi o financially incapacitated (RA 11463)

Saan-saan maaaring humingi ng tulong mula sa AICS?



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Precious Sarah Residence, San Isidro Sur, Luna, Apayao

SWAD Office - Benguet CIS Satellite Office
3F Epiaphany Building, Km. 5, La Trinidad, Benguet

SWAD Office - Ifugao CIS Satellite Office
2F BAB Bldg., Yakal St., Lagawa, Ifugao

SWAD Office - Kalinga CIS Satellite Office
2F Golda's House Balinag St., Purok 3, Bulanao, Tabuk, Kalinga

SWAD Office - Mt. Province CIS Satellite Office
3F Tudlong's Bldg., Kalonglong, Samoki, Bontoc, Mt. Province

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PAALALA:

Ang mga dokumentong inyong ipapasa ay magbibigay patibay sa inyong nilalahat na kalagayan. Kung kayat lagi nating dalhin ang **Original** o **Certified True Copy** ng ating dokumento.

Lagi rin nating siguraduhin na dala natin and ating mga **Valid ID** upang agarang maproseso ang inyong linalapit.

Ang lahat ng pinansyal na tulong mula sa Crisis Intervention Section ng DSWD-CAR ay buong mata-tanggap ng mga benepisyaryo.

Walang sino man ang awtorisado na magkaltas o mapataw ng ano mang pinansyal na singil mula rito.

Ang DSWD ay hindi tumatanggap ng mga fake o peke na dokumento. Kung mapatunayan na nagpasa ang isang kliyente ng pekeng dokumento, may kaukulan itong parusa at dadaan ito sa tamang proseso upang mabigyan ng tamang aksyon.

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