

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-12-108(2025 NEP)
End-user: CIS
Name of Project: _____

RFQ No.: 2025-01-016
Date: JAN 06 2025
ABC: P168,000.00

AIRING OF RADIO PROGRAM 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 RINA CLAIRE L. REYES
Social Welfare Officer V BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For unit price/s, 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 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 lower shall prevail.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation** may 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 25025, 0969-572-9176** 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	UNIT PRICE	TOTAL
1	AIRING OF RADIO PROGRAM FOR CIS FY 2025				
	AIRING OF RADIO PROGRAM FOR CIS FY 2025 -1 hour per airing PLEASE SEE ATTACHED TERMS OF REFERENCE	6	session		
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.		[]	[]	
	Service Provider accepts that payment will be made after the airing of all episodes		[]	[]	
PAYMENT WILL BE MADE THRU LANDBANK OF THE PHILIPPINES					
TOTAL PRICE					

• Award shall be made per:

☒ Lot basis

☐ Total Quoted Price

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/EJ

DRN: CAR-FO-SMU-SS-TOR-24-01-01037-S

**TERMS OF REFERENCE FOR SERVICE PROVIDERS
(RADIO PROGRAM)**

IDENTIFYING INFORMATION

Title of Activity: **Radio Program (AICS Cares)**

Venue: **Within Baguio City**

Inclusive Dates: **January – December 2025**

Proponent: **Social Marketing Unit**

Rationale:

The Assistance to Individuals in Crisis Situation (AICS) Program, as one of the premier social safety net programs of DSWD, plays a vital role in the improvement of the quality of lives of people from across different sectors in society, especially the disadvantaged groups, through the provision of immediate assistance of food/material/financial assistance to individuals and families in crisis situations.

In this regard, it is imperative to help make program information and updates closer and available for beneficiaries and stakeholders alike especially in the remote areas in the region. Recognizing the need to ensure effective and timely updates, the continuous implementation of advocacy and social marketing activities that are audience-based and are consistent with the DSWD Branding guidelines are imperative.

For this year, one of the social marketing and advocacy activities is the conduct of radio programs to provide the program beneficiaries, partner stakeholders, and the public with timely and relevant information updates on program implementation.

The radio program is anchored as are part of the programs' communication ~~plan~~ to reach out to different partner stakeholders from the beneficiaries, local government units, national government agencies, civil society organizations, media outfits, and the general public.

It is anticipated that the aforesaid materials will contribute to the advocacy and support of the AICS and the DSWD as a whole, thus, this proposal is hereby recommended for approval with all budgetary and administrative requirements.

Communication Objectives:

- To reinforce awareness and promotion about the Assistance to Individuals in Crisis Situation (AICS) Program and the whole DSWD programs and services;
- To showcase the success stories and good practices of partner beneficiaries on how the AICS help them improved their level of well-being;
- To clarify misconceptions about the processes, systems, and mechanisms of the AICS
- To recognize efforts and initiatives of partner stakeholders in the successful implementation of the program; and
- To generate support of various stakeholders for better program implementation.

DETAILS

Radio has stood its relevance in the field of broadcasting and communication over the years. Despite the advent of social media, radio programs have become an effective medium to advocate the DSWD Programs and Services. With the diverse landscape of the Cordillera, radio programs have become one of the most accessible sources of information of program beneficiaries, partner stakeholders, and the public on recent updates and developments about the programs and services of the DSWD. Hence, the conduct of radio programs is imperative to make relevant updates, results, and initiatives closer to the DSWD clients.

1. Requirements and Qualifications

- NTC Registration License/Permit
- KBP Receipts / Documents
- Amplitude Modulation (AM) Radio Station
- Updated Business Permit
- Tax Registration Certificate
- PHILGEPS Registration Document/s
- Radio station must cover at least three or majority of the provinces in the Cordillera Administrative Region
- Availability of text or call hotline to receive queries from listeners;

2. Scope of Work and Expected Outputs

The service provider/radio station will:

- Facilitate the airing of a 1-hour radio program as scheduled from January-December 2025 subject to existing Rules and Regulations of the Kapisanan ng mga Brodkaster ng Pilipinas (KBP) Radio Code and other existing policies on media relations applicable thereto;
- Facilitate the simultaneous live streaming of the radio program episodes in the station's social media platforms;
- Follow prescribed script/module/sequence guide in airing the program to ensure that the messaging and branding guidelines of DSWD are followed;
- Facilitate in providing the anchor and necessary personnel who shall assist in the technical and actual airing of the program;
- Accommodate around two to four (2-4) guests (co-hosts and resource persons) in their station/recording booth during the airtime;
- Record the radio program episodes and submit a copy of recordings through a flash drive/DVD to the end-user;
- Submit Certificate of Performance after the airing of all the radio program episodes or as agreed with the end-user;
- Provide prizes (load card or in-kind items) to winners who will participate in trivia portion every after each episode, if necessary;
- Allow the end-user to use the recording and broadcast facilities for free, if necessary; and
- Adhere to other applicable terms and conditions as may be requested by the DSWD.

The DSWD CAR will:

- Provide monthly schedule (preferably every Friday or as agreed) of the radio program with the radio station;
- Provide resource persons who shall be responsible in expounding topics and/or issues to be discussed in the program in close coordination with the radio station;
- Provide the necessary program materials needed in the airing of the program;
- Conform with the station's programming policies and guidelines and the provisions stipulated in Kapisanan ng mga Brodkaster ng Pilipinas (KBP) Radio Code, as well as such rules and regulations that the organization may in the future adopt and implement;
- Prepare Sequence Guide for each episode for the approval of DSWD CAR Regional Director, and coordinate the approved material with the radio station; and
- Adhere to other applicable terms and conditions as may be requested by the radio station.

3. Service Fees:

Payment shall be processed after the submission of the following:

1. Billing statement / Statement of Account;
2. Certificate of Broadcast Performance indicating the time and date of all the episodes aired; and
3. Copy of recordings, saved in a DVD/Flash Drive

Prepared by:


CHRISTIAN ROBERT M. SANDOVAL
AICS Information Officer

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Concurred by:

Service Provider:

(Printed Name over Signature)

Address: _____

Contact Number: _____