

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-10-035(2025 NEP)  
End-user: DRMD-PDRS  
Name of Project:

RFQ No.: 2025-01-087

Date: JAN 31 2025

ABC: ₱52,000.00

**Hire of Documenter for the Strategic Planning Cum DRMD Team Development Activity, Orientation on Camp Coordination and Camp Management and IDP Protection V2 for QRT Members, Humanitarian Supply Chain Management for QRT Members and Orientation on Comprehensive Emergency Program for Children (CEPC) for QRT Members-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](mailto:bacsec.car@dswd.gov.ph) on or before FEB 06 2025 12:00NN.

ENRIQUE H. GASCON JR.  
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 25123, 0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto: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
	Hire of Documenter for the Strategic Planning Cum DRMD Team Development Activity, Orientation on Camp Coordinaton and Camp Management and IDP Protection V2 for QRT Members, Humanitarian Supply Chain Management for QRT Members and Orientation on Comprehensive Emergency Program for Children (CEPC) for QRT Members-2nd Posting				
1	Documenter for the Strategic Planning Cum DRMD Team Development Activity Tentative Date: February 19-21,2025 <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	day		
2	Documenter for the Orientation on Camp Coordinaton and Camp Management and IDP Protection V2 for QRT Members Tentative Date: March 17-20,2025 <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	4	day		
3	Documenter for the Humanitarian Supply Chain Management for QRT Members and Orientation on Comprehensive Emergency Program for Children (CEPC) for QRT Members Tentative Date: April 22-24,2025 <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	day		
4	Documenter for the Orientation on Comprehensive Emergency Program for Children (CEPC) for QRT Members Tentative Date: May 20-22,2025 <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	day		
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.			[ ]	[ ]	
The place of delivery of the goods/services is: 1. Strategic Planning Cum DRMD Team Development Activity- within REGION I. 2. Orientation on Camp Coordinaton and Camp Management and IDP Protection V2 for QRT Members, Humanitarian Supply Chain Management for QRT Members and Orientation on Comprehensive Emergency Program for Children (CEPC) for QRT Members- within BAGUIO CITY.			[ ]	[ ]	
<b>PAYMENT WILL BE MADE EVERY AFTER CONDUCT OF ACTIVITY THRU LANDBANK OF THE PHILIPPINES</b>					
<b>TOTAL PRICE</b>					

• Award shall be made per:

☒ 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



Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region

**TERMS OF REFERENCE FOR HIRED SERVICE PROVIDERS  
 OF DSWD CAPACITY BUILDING ACTIVITIES (CBA)  
 (DOCUMENTER)**

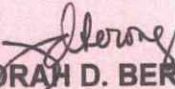
<b>IDENTIFYING INFORMATION</b>	
<b>Title of CBA:</b>	<i>DRMD Strategic Planning cum Team Development Activity</i>
<b>Venue:</b> Region I	
<b>Inclusive Dates:</b>	February 18-21, 2025
<b>Proponent: DRMD</b>	Disaster Response Management Division
<p><b>Rationale:</b>            DSWD, being the Vice Chairman for Disaster Response in the National/Regional Risk Reduction and Management Council (N/RDDRRMC) as provided in RA 10121, also known as the Philippine Disaster Reduction and Management Act of 2010, is mandated to call for the need to capacitate all stakeholders of the community in DRRM courses and ultimately achieve the NDRRMC's vision of safe, adaptive, and disaster-resilient communities towards sustainable development.</p> <p>In addition, DSWD is also required to assist our stakeholders and partners, especially the LGUs, to become resilient from disasters and hazards by providing trainings or workshops on disaster risk reduction and management. To achieve this, DSWD staff should be equipped with skills and knowledge on how to respond before, during, and after the occurrence of disasters. Moreover, these trainings are updated and revisited from time to time as they need to be tailored to the evolving patterns or movements of disasters, hence the need for the conduct of said trainings every year. With this, it is expected that DSWD staff will be able to perform their tasks relevant to disaster preparedness, recovery, and rehabilitation efficiently and effectively.</p> <p>During trainings, a documenter is necessary to ensure the success of the activities. He/She will record and document the agreements, resolutions to issues and concerns, and ways forward for future references. The documenter will serve as the main person to detail the proceedings of the activities, so that the Learning Management Team can concentrate on their actual roles and tasks.</p> <p>In the processing of payments to service providers, the documenter plays a very important role in the efficient completion of executive summaries to be attached to vouchers. The documenter also has the expertise in producing formal and complete documentations to serve as knowledge management materials.</p>	
<b>DETAILS</b>	
<p>1. Requirements and Qualifications</p> <ul style="list-style-type: none"> <li>• Should have relevant experience in producing written documentations.</li> <li>• Should have a personal laptop and camera. Voice recorder is an advantage.</li> <li>• Submit the concurred/signed TOR, quoted RFQs, together with the following documents:               <ul style="list-style-type: none"> <li>- Comprehensive profile indicating documentation experiences</li> </ul> </li> </ul> <p>2. Scope of Work and Expected Outputs for Documenters</p> <ul style="list-style-type: none"> <li>• Document the proceedings based on the approved design and guidelines provided by DSWD Learning Management Team;</li> <li>• Take note of issues, concerns, and clarifications raised by the participants as well as the corresponding responses of the resource persons;</li> </ul>	

- Collects and collates all group workshop outputs, individual learning insights, recapitulations by the host teams, daily and general evaluations;
- Submit initial daily draft (e-copy) of the proceedings immediately after the daily activity. This does not need to be a comprehensive daily documentation but should focus on issues, discussions, agreements, and unique ideas not included in the presentations of the resource persons;
- Finalize the proceedings based on the comments and input of the RPMO capacity building unit;
- Package the proceedings using the Executive Summary Report within 5-7 working days and Module Type Documentation format provided by DSWD to include photos (with captions) as annexes within 15 working days; and
- Submit final copy of the Module Type Documentation (soft bound) in two (2) copies including electronic/soft copy, 7 working days after receipt of final comments/input from the end user.
- Documentation and other documentary materials shall be used and owned solely by DSWD-CAR.

### 3. Service Fees

- Board and lodging shall be provided by the Program/end-user. However, the transportation will be shouldered by the service provider.
- Payment shall be processed after submission of the following:
  1. Billing statement
  2. Required outputs as indicated in the preceding pages

Prepared by:

  
**DEBORAH D. BERONG**  
 PDO II, DRMD

Approved by:

**NOVELIA N. POCDING**  
 OIC Division Chief, DRMD

  
**CRISelda MAE L. AROMIN**  
 Social Welfare Officer II

**Concurred:**

Service Provider:

\_\_\_\_\_  
 (Printed Name over Signature)

Address:

Contact Number: