

**REQUEST FOR QUOTATION (RFQ)**

PR/PP No.: 2025-01-023  
End-user: SMU-4PS  
Name of Project: \_\_\_\_\_

RFQ No.: 2025-02-120  
Date: FEB 06 2025  
ABC: ₱250,000.00

**RADIO PROGRAM FOR 4PS 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](mailto:bacsec.car@dswd.gov.ph) on or before FEB 14 2025 12:00NN.

ENRIQUE H. GASCON, JR.

BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, 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:
  - o **Updated Mayor's / Business Permit**
  - o **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 issued by BIR (a mere picture of the receipt 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 lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may 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 25025, 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
1	RADIO PROGRAM FOR 4PS FY 2025				
	Format: Magazine format with canned portions to be recorded at the radio station; will include audience interaction in which the station will provide 100 worth of load to 3 listeners every episode (300 per episode) Length: 1 hour Frequency: AM radio station Other specifications: Must cover at least three provinces in CAR. With online streaming using social media. The station should be able to present area of coverage.  PLEASE SEE ATTACHED TERMS OF REFERENCE	10	airtime		
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





DRN: CAR-FO-SMU-A-REP-25-01-01630-S

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

IDENTIFYING INFORMATION
Title of Activity: <b>#4PsHour Radio Program</b>
Venue: <b>Within Baguio City</b>
Inclusive Dates: <b>February-November 2025</b>
Proponent: Social Marketing Unit
<p><b>Rationale:</b></p> <p>In its more than sixteen years of implementation in the Cordillera Administrative Region, the Pantawid Pamilyang Pilipino Program (4P) continuously implement advocacy and social marketing activities that are audience-based and are consistent with the DSWD Branding guidelines.</p> <p>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.</p> <p>The radio program is anchored on the 2025 Regional Program Thrusts and Priorities and 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.</p> <p><b>Communication Objectives:</b></p> <ul style="list-style-type: none"> <li>To reinforce awareness and promotion about the Pantawid Pamilyang Pilipino Program and the whole DSWD programs and services;</li> <li>To showcase the success stories and good practices of partner beneficiaries on how the 4Ps help them improved their level of well-being;</li> <li>To clarify misconceptions about the processes, systems, and mechanisms of the 4Ps</li> <li>To recognize efforts and initiatives of partner stakeholders in the successful implementation of the program; and</li> <li>To generate support of various stakeholders for better program implementation.</li> </ul>
DETAILS
<p>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.</p> <p><b>1. Requirements and Qualifications</b></p> <ul style="list-style-type: none"> <li>NTC Registration License/Permit</li> <li>KBP Receipts / Documents</li> <li>Amplitude Modulation (AM) Radio Station</li> <li>Updated Business Permit</li> <li>Tax Registration Certificate</li> <li>PHILGEPS Registration Document/s</li> <li>Radio station must cover at least three or majority of the provinces in the Cordillera Administrative Region</li> <li>Availability of text or call hotline to receive queries from listeners;</li> </ul> <p><b>2. Scope of Work and Expected Outputs</b></p>

**The service provider/radio station will:**

- Facilitate the airing of a 1-hour radio program as scheduled from February-November 2024 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 in adherence to the messaging and branding guidelines of DSWD;
- Provide anchor and necessary personnel who shall assist in the technical and actual airing of the program;
- Accommodate around two (2) to four (4) guests (co-hosts and resource persons) in their station/recording studio during the scheduled 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. Airing of all the episodes;
2. Billing statement / Statement of Account;
3. Certificate of Broadcast Performance indicating the time and date of all the episodes aired; and
4. Copy of recordings, saved in a DVD/Flash Drive

Prepared by:

  
**MARLO C. ABYADO JR.**  
4Ps Information Officer

Reviewed by:

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

Concurred by:

Service Provider:

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_