

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2025-02-053
End-user: SMU
Name of Project:

RFQ No.: 2025-02-138
Date: FEB 20 2025
ABC: ₱100,000.00

AIRING OF RADIO PROGRAM FOR SOCIAL PENSION PROGRAM AND OTHER DSWD PROGRAMS AND SERVICES

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 FEB 25 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**.

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 SOCIAL PENSION PROGRAM AND OTHER DSWD PROGRAMS AND SERVICES				
	AIRING OF RADIO PROGRAM FOR SOCIAL PENSION PROGRAM AND OTHER DSWD PROGRAMS AND SERVICES <i>-60 minutes per episode, 4 episodes, aired by AM radio, must cover at least 2 provinces in Cordillera with free 30 mentions of Social Pension Program updates and provide Php 100 load card per episode as prize</i> PLEASE SEE ATTACHED TERMS OF REFERENCE	4	episodes		
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-SS-TOR-24-01-01703-S

TERMS OF REFERENCE FOR SERVICE PROVIDERS
(RADIO PROGRAM)

IDENTIFYING INFORMATION	
Title of CBA:	Puso ti Serbisyo featuring Social Pension Program (Radio Program)
Venue:	Baguio City
Inclusive Dates:	June-October 2025
Proponent:	Social Marketing Unit
<p>Rationale: The Department of Social Welfare and Development (DSWD) recognizes the significant role of Information and Education Campaign (IEC) in disseminating important messages and information, contributing to the overall success of the Department's Programs and initiatives by ensuring that the key messages reach the general public effectively. To achieve this, the Social Marketing Unit remains dedicated to helping the Department provide efficient social welfare services. We achieve this by using different communication methods like TV, Radio, and in-person events to share information and bring the Department closer to the people.</p> <p>The radio program serves as one of an effective platform to disseminate information about the Social Pension Program, ensuring that eligible senior citizens and others who has concerns are aware of the programs benefits, requirements and application process. Also, through broadcasting updates and discussions on the program may build transparency between the implementing agency and the beneficiaries, addressing misconceptions and ensuring accountability.</p> <p>In conclusion, this proposal outlines the advantages of radio guesting. Thus, PROCUREMENT OF SERVICES FOR Radio Program need to be procured from competent service provider to ensure widespread dissemination of information, increased public awareness, and the overall success of DSWD initiatives. Also, it serves the needs of the general public particularly concerned Senior Citizens.</p> <p>Performance Objectives: At the end of the activity, the general public are informed on the Social Pension and different services and advocacies of DSWD, thus they are able to avail, and stakeholders provide program participants marketing avenues.</p> <p>Enabling Objectives: Specifically, the general public/stakeholders/program participants will be able to:</p>	



1. Provide real-time and enable immediate dissemination of important updates, announcements, and emergency information related to Social Pension Programs to a large and diverse population; and
2. Create a cohesive visual identity across materials builds trust and strengthens the impact of DSWD initiatives.

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 60minutes radio program as scheduled from June-October 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:

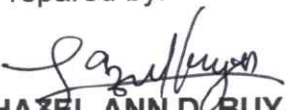
- Provide monthly schedule (preferably every Friday or as agreed) of the radio program with the radio station;
- Provide resource persons who shall be responsible in expounding topics and/or issues to be discussed in the program in close coordination with the radio station;
- Provide the necessary program materials needed in the airing of the program;
- Conform to 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; and
- Prepare Sequence Guide for each episode for the approval of DSWD CAR Regional Director, and coordinate the approved material with the radio station;
- 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

Prepared by:


HAZEL ANN D. BUY-O
 Information Officer I

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
 Regional Information Officer

Concurred by:

Service Provider:

 (Printed Name over Signature)

Address: _____

Contact Number: _____