

**REQUEST FOR QUOTATION (RFQ)**

PR/PP No.: 2021-07-415

End-user: STU

Name of Project:

PRODUCTION OF STU IEC MATERIALS FOR 2021

RFQ No.: 2021-07-723

Date: Jul 29 2021

ABC: ₱90,850.00

Sir/Madam:

Mode of Procurement: SMALL VALUE PROCUREMENT

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 Aug 05 2021, 12:00NN.

ENRIQUE M. GASCON JR.  
OIC-ARDA/BAC Chairperson

  
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**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).
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 following document prior to Issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
  - o Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)
13. 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.
14. **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.
15. Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25025 or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PRODUCTION OF STU IEC MATERIALS FOR 2021  Black Canvass Bags with colored print (13.5 x 16 inches)  <b>SEE THE ATTACHED LAY OUT FOR REFERENCE</b>	148	piece		
	Social Technology Unit Personalized Notebook (colored print on front and back cover; 36 glossy pages; printed in between blank pages; 5.5 inches W by 8.2 inches H; glossy board front and back cover matte finish; double ring for spiral binding) # of pages: 80  <b>SEE THE ATTACHED LAY OUT FOR REFERENCE</b>	180	piece		
	Ceramic mugs with colored print (325 mL, 9.6cm H, 8.2cm W, with handle)  <b>SEE THE ATTACHED LAY OUT FOR REFERENCE</b>	125	piece		
	<b>OTHER REQUIREMENTS</b>				
	Delivery period is within 10 calendar days upon receipt of Purchase Order. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.				
	Delivery place is at DSWD-CAR #40 Northdrive Baguio City				
<b>TOTAL PRICE</b>					

• 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.

Signature of supplier/representative  
 over printed name:

Name of Firm/Dealer/Contractor:

*(This will be the name of the CHECK to be issued)*

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Canvasser



### IEC DESIGN APPROVAL FORM

IEC Material Number: DD1-CM-TR-79 Date and time received: 19 July 2021

Type of IEC Material: Canvas bags for participants of Yakap Bayan Program trainings

Specification of IEC Materials: Black canvas bags with colored print (13.5x16 inches)

Comments: Dear RD, for your approval and comments

Proposed design of IEC material



DSWD Field Office Cordillera Administrative Region, 40 North Drive, 2600 Baguio City, Philippines



(6374) 661 0430 | (6302) 396 6580



(63917) 871 9893 | (63917) 872 0256 | (63919) 065 5365 to 68



[focarc@dswd.gov.ph](mailto:focarc@dswd.gov.ph)



[www.car.dswd.gov.ph](http://www.car.dswd.gov.ph)

BACK



Prepared by:

  
**PATRICIA BANIELLET T. VILLAR**  
PDO II

Recommended for Approval:

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

Approved by:

  
**ARNEL B. GARCIA, CESO II**  
Regional Director



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**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2021-SMW-IEC-79 Date and time received: 19 July 2021

Type of IEC Material: Home Care Support Services for Senior Citizens ceramic mugs

Specification of IEC Materials: 325 mL, 9.6 cm H, 8.2 cm W, with handle

Comments: Dear RD, for your approval and comments

**Proposed design of IEC material**



**HOME CARE SUPPORT SERVICES FOR SENIOR CITIZENS**

- Families and communities promote healthy and familial relationship and take effective steps to provide care and protection to sick, frail, bedridden, disabled, abandoned, and neglected senior citizen.

FRONT



Department of Social Welfare and Development  
CORDILLERA ADMINISTRATIVE REGION



"Serbisyon Maagap, Mapagkalinga at Tapat tungo sa Matatag na Kordilyera"



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BACK

Prepared by:

  
**PATRICIA DANIELLE T. VILLAR**  
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Recommended for Approval:

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

Approved by:

  
**ARNEL B. GARCIA, CESO II**  
Regional Director



Department of Social Welfare and Development  
CORDILERA ADMINISTRATIVE REGION  
"Serbisyon Mangagap, Mapagkakalinga at Tapat tungo sa Matatag na Koridilyera"



IEC DESIGN APPROVAL FORM

IEC Material Number: 0001-SWM-IEC-19 Date and time received: 14 July 2021

Type of IEC Material: Social Technology Unit Personalized Notebook

Specification of IEC Materials: colored print on front and back cover. 36 glossy pages printed in between blank pages. 5.5 inches W by 8.2 inches H; glossy board front and back cover matte finish; double ring for spiral binding

Comments: Dear RD, for your approval and comments.

Proposed design of IEC material

*see attached.*

Prepared by:

*[Signature]*  
PATRICIA DANIELLE T. VILLAR  
PDO II

Recommended for Approval:

*[Signature]*  
NERIZZA FAYE Q. VILLANUEVA - TRINIDAD  
Regional Information officer

Approved:

*[Signature]*  
ARNEL B. GARCIA, CESO II  
Regional Director



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Notbook

Front cover



# COMPLETED SOCIAL TECHNOLOGIES

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MAPAGKALINGA AT TAPAT TUNGO  
SA MATIYAG NA KORDILYERA”

