

**REQUEST FOR QUOTATION (RFQ)**

PR/PP No.:	<u>2021-10-589</u>	RFQ No.:	<u>2021-11-1026</u>
End-user:	<u>SLP</u>	Date:	<u>NOV 16 2021</u>
Name of Project:		ABC:	<u>₱80,750.00</u>

**PRINTING OF ADVOCACY MATERIAL FOR THE PAN-OOLNONG DI SIG-ED:  
AND PAGDIRIWANG NG PAGSULONG NG MGA SLP BENEFCIARIES**

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 NOV 22 2021 12:00NN.

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

**TERMS AND CONDITIONS:**

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, 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:
  - PhilGEPS Platinum Membership (if not available, Please submit the following items a and b)
    - 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 shall 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.
- 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** 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
	PRINTING OF ADVOCACY MATERIAL FOR THE PAN-OOLNONG DI SIG-ED: AND PAGDIRIWANG NG PAGSULONG NG MGA SLP BENEFICIARIES				
	SLP Primer Notebook (Hard cover mat finish and spring bind, 100 pages, 80 GSM) <i>See attached design for reference.</i>	160	pcs		
	Catchabag (dirty white color, can fit legal size on portrait, silk screen printing) <i>See attached design for reference.</i>	160	pcs		
	Tarpaulin (3 ft. by 4 ft.) <i>See attached design for reference.</i>	3	pcs		
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b> <i>please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance</i>		<b>REMARKS</b>	
		Can Comply	Cannot Comply		
	<i>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.</i>		[ ]	[ ]	
	<i>Delivery place is at DSWD-CAR #40 Northdrive Baguio City</i>		[ ]	[ ]	
<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**

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 CHEQUE to be issued)*

\_\_\_\_\_  
Name and Signature of Convasser

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

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

\_\_\_\_\_  
Contact Number/s:

\_\_\_\_\_  
PhilGEPS Registration Number:



**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2021-SMU-IEC-33

Date and time received: 28 June 2021

Type of IEC Material: SLP Personalized Notebook

Specification of IEC Materials: N/A

Proposed design of IEC material

Cover Pages  
(Front and Back)

Inside Pages

Comments: Dear RD Arnel, for your inputs/ comments/ approval po. These will be printed and distributed to SLP Provincial Congress Participants. Thank you.

Prepared

**BABBLE MAE M. GORIO**  
PDO II-Social Marketing Officer

Recommended for Approval:

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

For the Regional Director

Approved:   
**ENRIQUE H. GASCON JR.**  
CAO, OIC - ARD for Administration

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



**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2021-SMU-IEC- \_\_\_\_\_ Date and time received: 10 Nov. 21

Type of IEC Material: SLP Catcha bag


Specification of IEC Materials: N/A

**Proposed design of IEC material**




Comment: Dear RD Arnel, for your inputs/ comments/ approval. Thank you.

Prepared:

  
BABBLE MAE M. GORIO  
PDO II-Social Marketing Officer

Recommended for Approval:

  
NERIZZA FAYE G. VILLANUEVA-TRINIDAD  
Regional Information Officer

Approved:

  
ARNEL B. GARCIA, CESO II  
Regional Director

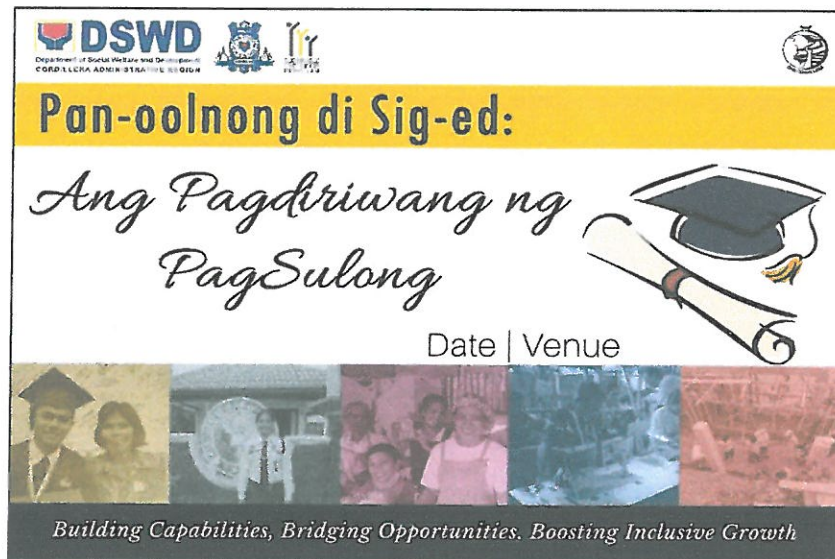
**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2021-SMU-IEC- \_\_\_\_\_ Date and time received: 10 Nov. 21

Type of IEC Material: SLP Graduation Activity Tarpaulin

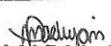
Specification of IEC Materials: N/A

**Proposed design of IEC material**



Comment: Dear RD Arnel, for your inputs/ comments/ approval. Thank you.

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