

REQUEST FOR QUOTATION (RFQ)

PR/PP No.:	2021-09-036 (2022 NEP)	RFQ No.:	2022-01-030
End-user:	PPPP	Date:	JAN 24 2022
Name of Project:	ABC:		₱284,000.00
	<u>PURCHASE OF ADVOCACY MATERIALS AS SOCIAL MARKETING COLLATERALS</u>	Mode of Procurement:	<u>SMALL VALUE PROCUREMENT</u>

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 JAN 28 2022 12:00NN.


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

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. PhilGEPs Platinum Membership (if not available, Please submit the following items a and b)
 - i. Updated Mayor's / Business Permit
 - ii. 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)
 - b. Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - c. 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. 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.

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	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE OF ADVOCACY MATERIALS AS SOCIAL MARKETING COLLATERALS					
	a. Personalized Coated mugs, 11oz, with color printing	250	piece			
	b. Personalized Ballpoint with 3 colored-logos, black ink	1000	piece			
	c. Personalized Catcha string bag, #C(B), size:13*16.5 inches, with 3 colored-logos	800	piece			
	d. T-shirt (2 colored) with collar, patched logos, maroon, various sizes, honeycomb	500	piece			
	e. Personalized Alcohol Sprayer, atleast 60ml capacity, with printed color design	500	piece			
	f. Personalized Certificate Holder, red, A4	150	piece			
Please see attached design for your reference.						
	OTHER REQUIREMENTS	COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>			REMARKS	
		Can Comply		Cannot Comply		
	<i>Delivery of goods is within 15 calendar days after receipt of Final design.</i>	[]		[]		
	<i>Delivery place is at DSWD-CAR #40 Northdrive Baguio City</i>	[]		[]		
TOTAL PRICE						

• Award shall be made per:

Lot Basis

Item 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.

*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: 2022-SMU-IEC-008 **Date and time received:** _____

Type of IEC Material: **Personalized coated mugs**

Specification of IEC Materials: **11 oz with colored printing**



Note: For procurement purposes only

Comments: For RD's approval. Thank you.)

Prepared:

MARLO C. ABYADO JR.
Information Officer II

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

ARNEL B. GARCIA, CESO II
Regional Director

DRN: SMU-IEC-22-01-0139-S

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-007 Date and time received: _____

Type of IEC Material: **Personalized ballpoint**

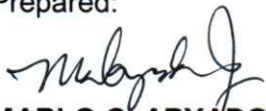
Specification of IEC Materials: **0.4 with three colored logos, black ink**



Note: For procurement purposes only

Comments: For RD's approval. Thank you.)

Prepared:



MARLO C. ABYADO JR.
Information Officer II

Recommended for Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:



ARNEL B. GARCIA, CESO II
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-010 Date and time received: _____

Type of IEC Material: **Personalized Catcha Stringbag**

Specification of IEC Materials: **#C(B), size: 13*16.5 inches, with 3-colored-logos**



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Regional Information Officer II

Approved:

ARNEL B. GARCIA, CESO II
Regional Director

DRN: SMU-IEC-22-01-0141-S

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-009 Date and time received: _____

Type of IEC Material: T-shirt

Specification of IEC Materials: 2 colored, with collar, patched logos, maroon, various sizes, honeycomb



Note: For procurement purposes only

Comments: For RD's approval. Thank you.)

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Regional Information Officer II

Approved:

ARNEL B. GARCIA, CESO II
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-006 **Date and time received:** _____

Type of IEC Material: **Personalized Alcohol Sprayer**

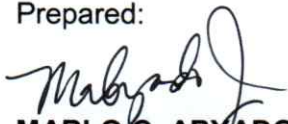
Specification of IEC Materials: **At least 60 ml capacity, with printed color design**



Note: For procurement purposes only

Comments: For RD's approval. Thank you.)

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Information Officer II

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Regional Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

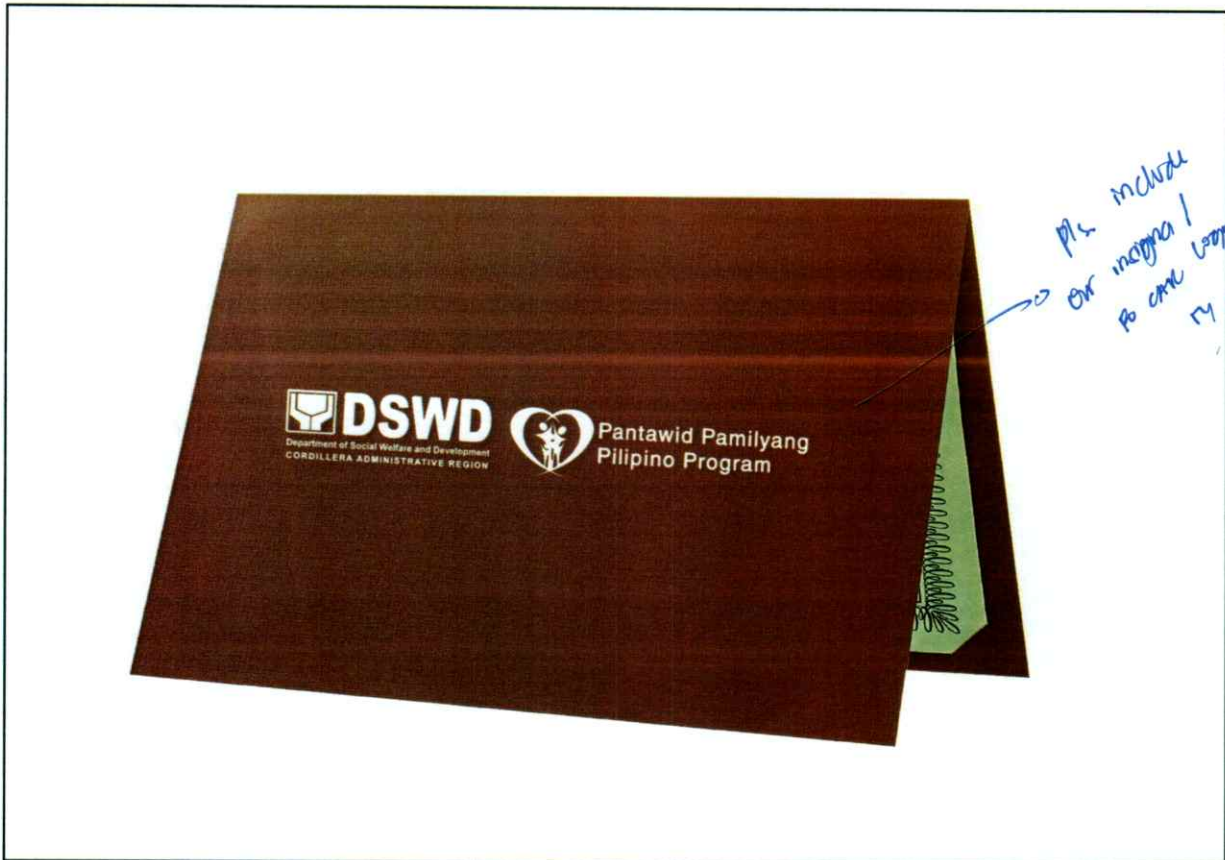
DRN: SMU-IEC-22-01-0143-S

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-011 Date and time received: _____

Type of IEC Material: Certificate Holder

Specification of IEC Materials: A4, Red/Maroon



Note: For procurement purposes only

Comments: For RD's approval. Thank you.)

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Approved:

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