

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-073 (2022 NEP), 2022-02-060, 2022-01-014, 2022-01-035, 2022-02-047, 2021-09-064

End-user: CBS, ARRS, KC, SMU, HRWS

Name of Project:

RFQ No.: 2022-02-127

Date: MAR 08 2022

ABC: ₱843,889.50

PRODUCTION OF IEC MATERIALS FOR DIFFERENT OFFICES

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 on or before

MAR 14 2022 12:00NN

ENRIQUE V. GASCON JR.
VIC-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. **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)**
 - 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 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 **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)					
ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<u>PRODUCTION OF IEC MATERIALS FOR DIFFERENT OFFICES</u>				
	CBS (ABC: P10,790.00)				
	Customized Document Holder, Katcha Bag	83	piece		
	<i>Please see attached design</i>				
	ARRS (ABC: P99,999.50)				
	Personalized advocacy mug with laser engraved Adoption logo on bamboo lid (clear glass, 12 oz, permanent DSWD logo print for mug)	150	piece		
	Personalized face mask holder (high quality plastic, 19x11cm with permanent colored logo print, color: white, pink, blue transparent)	100	piece		
	Personalized tumbler holder/ beverage cup cover (Material: Diving cloth; Color: Black, pink yellow, purple, red, blue, Suitable for 30 oz Beverage Cup Bottom Diameter: 7.5cm/2.95", Height: 19cm/7.48" (Approx.) with handle, with permanent logo print)	100	piece		
	Foldable Umbrella, 3 folds, automatic, fuschia, 8 ribs, steel shaft and fiber ribs, rubber coated handle with cord wrist strap, wind and water proof, high quality, with print	150	piece		
	<i>Please see attached design</i>				
	KC (ABC: P461,100.00)				
	Personalized Katcha backpack #C(B) size: 13*16.5 inches, with colored prints	300	piece		
	CDD Notebook A5 Height: 8.3 inches Width: 5.8 inches Number of Pages: 120 (front to back) Type of Material for Front, Back, Spine (cover) -Hardcover with Image Wrap; Gold Foil Stamp Title Type of Material/Paper for Inside Pages: -20 leaves 150 gsm colored printing, matts coated finish -100 leaves 100gsm uncoated paper with lines for writing Binding: - Spiral Color: - Full Color: Cover an 20 leaves Black and White: 100 leaves				
	Black personalized ball point with 3 colored colored logos	242	piece		
	Personalized coated mugs, 11oz, color printing	300	piece		
	Tshirt for CVs and other Stakeholders Small: 200 pcs Medium: 250 pcs Large: 250 pcs XL: 100 pcs Material: Plain white dri-fit with sublimation print				
	Printing of Kalahi CIDSS Success Story Compendium with Layout A4 Full Landscape Number of Pages: 120 (front to back) Type of Material for Front, Back, Spine (cover): -Hardcover with Image Wrap; Gold Foil Stamp Title Type of Material/Paper for Inside Pages: -inlet:200-250 dpi full colored printing, matte coated finish Binding:-Perfect Bind	800	piece		
	<i>Please see attached design.</i>				

AS

HRWS (ABC: P90,000.00)		45	piece		
Plaques for 2022 PRAISE Awardees Materials: Glass with glass stand Colors: 4/4 Height: 12 inches Length: 8 inches Width: 5 inches					
<i>Please see attached design and tentative content (Final content of Plaques will be sent to the winning bidder)</i>					
SMU (ABC: P182,000.00)					
Mandanas Brown Bag Kit					
Each brown bag/kit is composed of: a. Personalized katsa bag with zipper 14x16 inches with sublimation full color print b. Personalized 16 GB flash drive c. Personalized blue sign pen		100	piece		
Internet Safety Celebration facemask					
Facemask: Standard size mask with sublimation print and stretchable ear loop		200	piece		
Internet Safety Celebration t-shirt					
Dry fit shirt: Unisex dry-fit shirt, black with sublimation print		100	piece		
Safety kit for Word against Human Trafficking					
250 kits containing: - 1 canvass pouch - 9 inches x 7 inches with zipper and full-color sublimation print - 150ml spray bottle with full-color sticker		250	set		
Production of 18-day campaign against VAW dry fit shirt (unisex dry fit shirt, different sizes, white with sublimation print)		200	piece		
<i>Design to follow</i>					
TOTAL PRICE					
OTHER REQUIREMENTS		COMPLIANCE <small>Please check (✓) mark whether can comply or not, no check mark will mean non-compliance</small>		REMARKS	
		Can Comply	Cannot Comply		
For CBS, ARRS and KC: 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.		[]	[]		
For SMU and HRWS: Delivery period is within 10 calendar days upon receipt of Final Design. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.		[]	[]		
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City		[]	[]		

• Award shall be made per: Item Basis Lot 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)

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

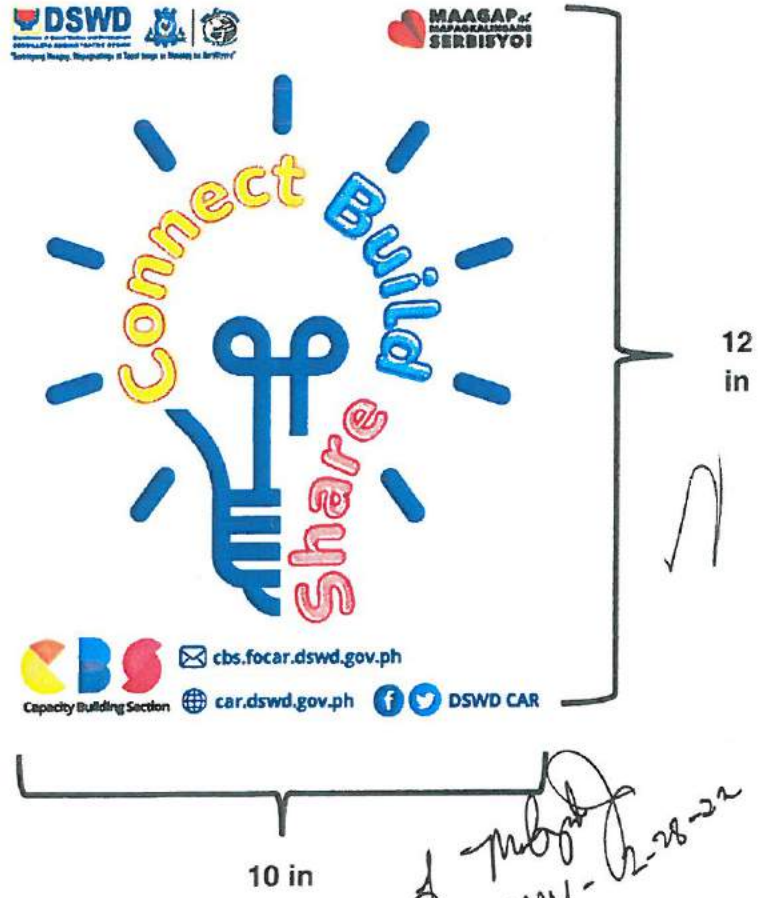
Name and Signature of Canvasser


VUB/ra

CBS TRAINING MATERIALS DESIGN

CBS KATCHA BAG

type of printing?



of [signature] 2-28-22



Comments: For RD's inputs/ approval po. Thank you.

Prepared and Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II
10 February 2022

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

86 17 25 34

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-019

Date and time received: _____

Type of IEC Material: APCP COLLATERALS

Specification of IEC Materials: SEE PROPOSAL

Proposed design of IEC material



IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: _____

Type of IEC Material: Advocacy Material for ARRS' Adoption Consciousness Celebration (ACC)

Specification of IEC Materials: Foldable Umbrella, 3 folds, automatic, fuschia, 8 ribs, steel shaft and fiber ribs, rubber coated handle with cord wrist strap, wind and water proof, high quality, with print

Proposed design of IEC material (Please see attached)

Comments:

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

For the Regional Director:


ENRIQUE H. GASCON Jr.
CAO, OIC-ARD for Administration



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-03 Date and time received: _____

Type of IEC Material: Advocacy Material

Specification of IEC Materials: To be distributed to Partners, CVs, Stakeholders



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

Prepared by:

EDEN FAITH S. FATANER
Social Marketing Officer III | KC-NCDDP

Recommended for Approval:

NERIZA FAYE G. MARIANUEVA-TRINIDAD
Information Officer II



DSWD Field Office CebuLESA Administrative Region, 40 North Drive, 2600 Baguio City, Philippines
(6374) 661 0430 | (6302) 396 6580 | (63917) 871 9893 | (63917) 872 0236 | (63919) 065 5365 to 68



esw@dswd.gov.ph
www.esw.dswd.gov.ph

Approved:

ARNEL B. GARCIA, CESO II
Regional Director

IEC DESIGN APPROVAL FORM

IEC Material Number: 2021-SMU-IEC-107 Date and time received: _____

Type of IEC Material: CDD Primer Notebook

Specification of IEC Materials: To be distributed to SB for Social Protection and LCE per participating Municipality under KC-NCDDP AF Batch 1

Proposed design (Cover)



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

Prepared by:

EDEN FAITH S. FATANER
Social Marketing Officer III | KC-NCDDP



Recommended for Approval:

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

Approved:

ARNEL B. GARCIA, CESO II
Regional Director

 DSWD Field Office Cordillera Administrative Region, 40 North Drive, 2600 Baguio City, Philippines
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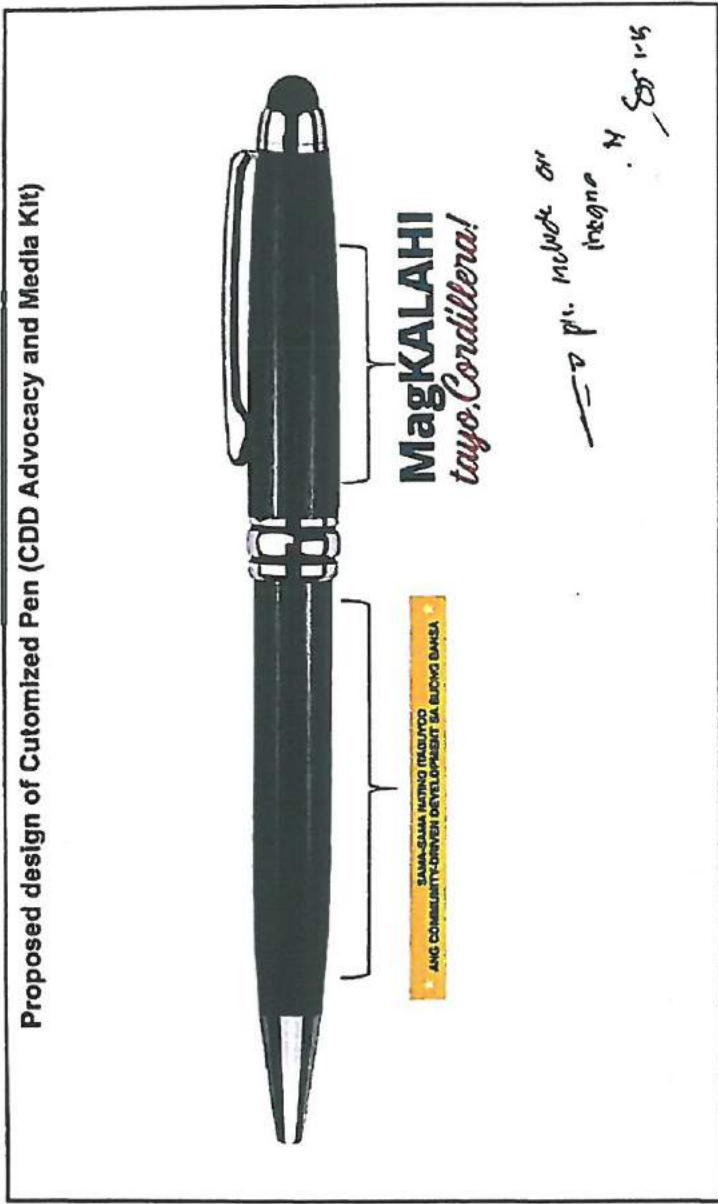
 isaw@dswd.gov.ph
 www.dswd.gov.ph

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-05 Date and time received: _____

Type of IEC Material: Advocacy Material

Specification of IEC Materials: To be distributed to Partners, CVs, Stakeholders



Comments: Dear RD Amel, for your inputs/ comments/ approval po. Thank you po.

Prepared by:

EDEN FAYE S. FATANER
Social Marketing Officer III | KC-NCDDP

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

Approved:

ARNEL B. GARCIA, CESO II
Regional Director



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iesat@dswd.gov.ph

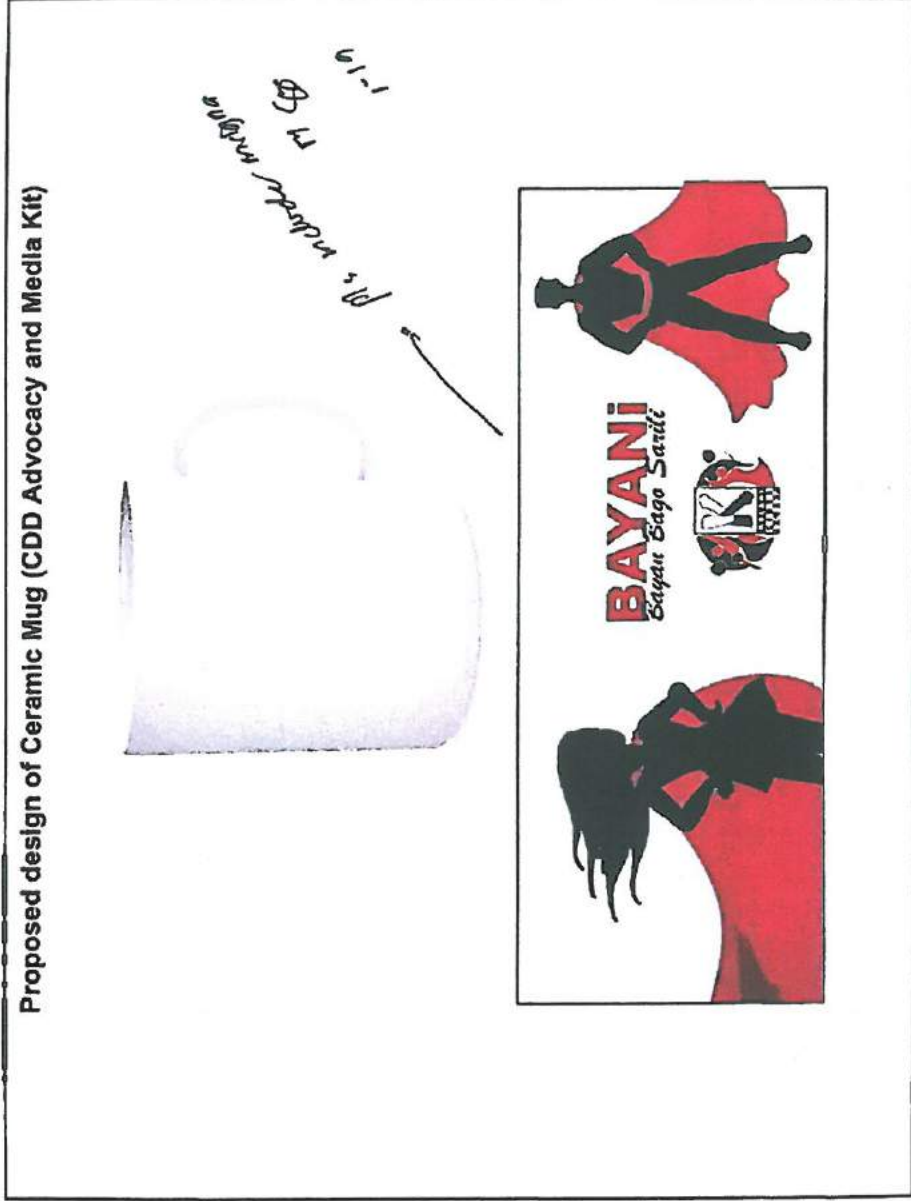
www.cadawd.gov.ph

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-04 Date and time received: _____

Type of IEC Material: Advocacy Material

Specification of IEC Materials: To be distributed to Partners, CVs, Stakeholders



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

Prepared by:


EDEN FAITH S. FATANER
Social Marketing Officer III | KC-NCDDP

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director



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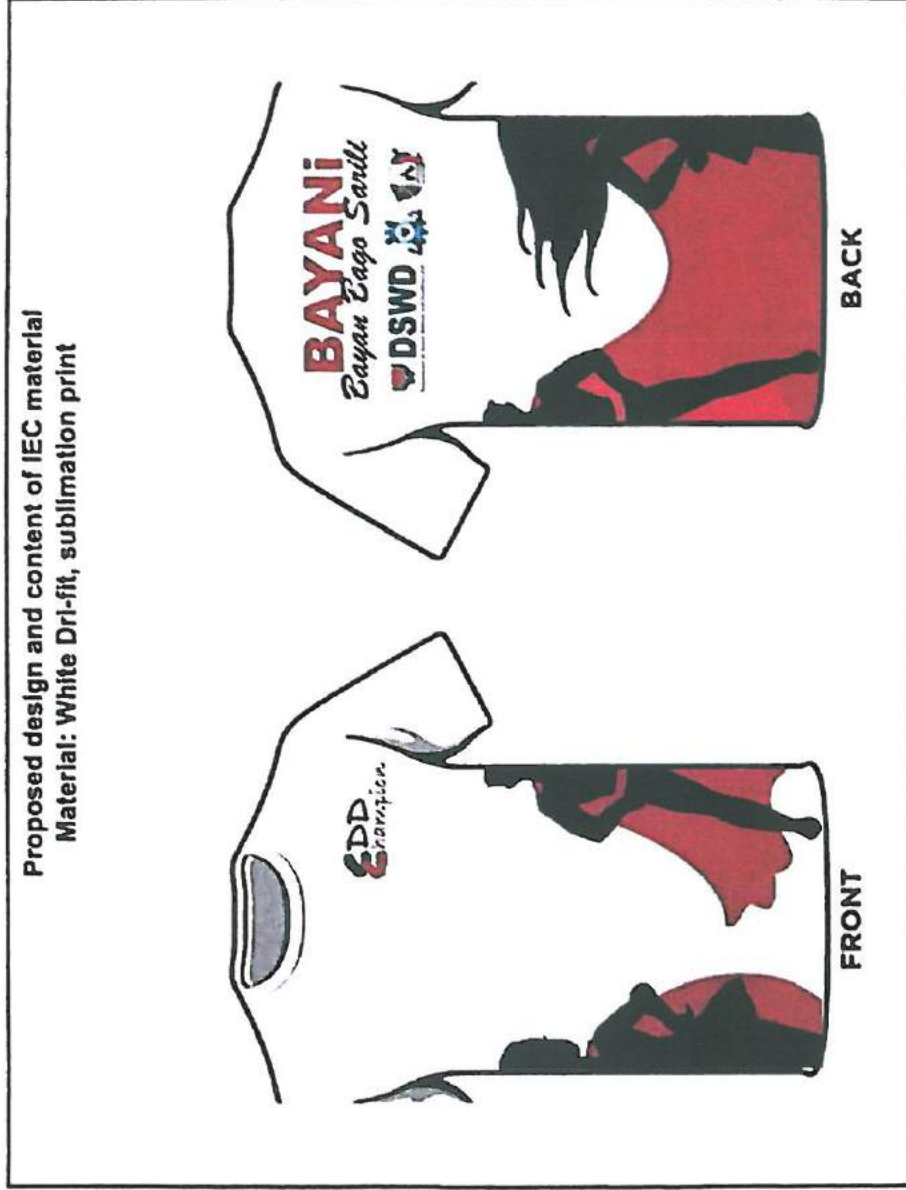
www.dswd.gov.ph

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-02 Date and time received: _____

Type of IEC Material: Advocacy Shirt for KC-NCDDP

Specification of IEC Materials: To be distributed to Partners, CVs, Stakeholders



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

Prepared by:

EDEN FAITH S. FATANER
Social Marketing Officer III | KC-NCDDP

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer III

Approved:

ARMEL B. GARCIA, CESO II
Regional Director



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SPECIFICATIONS:

Materials: Glass with
glass stand
Colors: 4-4

Height: 12 inches
Length: 8 inches
Width: 5 inches

