

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: DRMD-2022-03-007
End-user: DRMD
Name of Project: _____

RFQ No.: DRMD 2022-03-015
Date: MAR 11 2022
ABC ₱303,035.00

PURCHASE AND DELIVERY OF PACKAGING MATERIALS FOR FAMILY FOOD PACKS

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 drmdprocurement@gmail.com on or before MAR 15 2022, 10:00AM.

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. **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 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 to submit **Omnibus Sworn Statement for Sec. 53. 2 Negotiated Procurement –Emergency cases amounting to P500, 000 and above and Sec. 53.9 Negotiated Procurement- Small Value Procurement amounting to P50, 000.00 and above prior to issuance of Award /Purchase Order.**
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 drmdprocurement@gmail.com.

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REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF PACKAGING MATERIALS FOR FAMILY FOOD PACKS				
	RICE VACUUM BAG Type: Rice Bag for 3 kilos with DSWD Logo Material: Nylon/Polyethylene Color: Transparent Dimension per piece: 14 inches L x 11 inches W (+/- 5% variance) Seaming: Side and Bottom Seal 10 mm (+/- 2% variance) Thickness: 150 microns (+/-5% variance) Packaging 500 pieces per pack Markings: Must include DSWD markings *Please see attached illustration, prints and markings	7,520	pieces		
	REGULAR SLOTTED CARTON: Dimension: 395mm L x 295mm W x 130mm H (+/- 5% variance) Thickness: 7mm (+/- 10% variance) Flute: B and C Walling: Double Scoring: Double Flap: 5mm (+/-10% variance) Wax: Waxed Inside and unwaxed outside Markings: Must include DSWD markings *Please see attached illustration, prints and markings	4,361	pieces		
	OTHER REQUIREMENTS	COMPLIANCE (please check (✓) whether can comply or not, no check mark will mean non-compliance)		REMARKS	
		Can Comply	Cannot Comply		
1	The delivery of Regular Slotted Cartoon is within ten (10) calendar days upon receipt of Purchase order.	[]	[]		
2	The delivery of vacuum bag is within twenty (20) calendar days upon receipt of Purchase Order	[]	[]		
3	Replacement of dented/ damaged goods must be delivered within five (5) working days upon receipt of notification within 3 months warranty period	[]	[]		
4	Bidders shall attach photo of offered product with the RFQ	[]	[]		
5	Delivery place will be at the DSWD CAR Regional Warehouse at SN Oriental Building, Palmaville , Puguis, La Trinidad, Benguet	[]	[]		
				TOTAL	

• 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 CHEQUE to be issued)

Address: _____

Name and Signature of Convasser

Email Address: _____

Contact Number/s: _____

MCI/emz/DRMD

PhilGEPS Registration Number: _____

Labeling for Packaging Materials for FFPs (Regular Slotted Carton (RSC), Vacuum Rice plastic)

1. Regular Slotted Carton (RSC)

A. RSC DIMENSION



Front Side (A) Illustration



MARKINGS

Indicated the International symbols on proper handling

WARNINGS

Selling, buying, repackaging and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010

Back Side (B) Illustratiion



RSC SIZE
HEIGHT: 130mm
LENGTH: 395 mm
WIDTH: 295 mm
 (+/- 5% clearance)

PRINT COLOR
 Red, Yellow and Blue








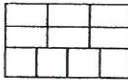


DSWD LOGO
 Based on DSWD
 Branding Guidelines

Top View Illustration

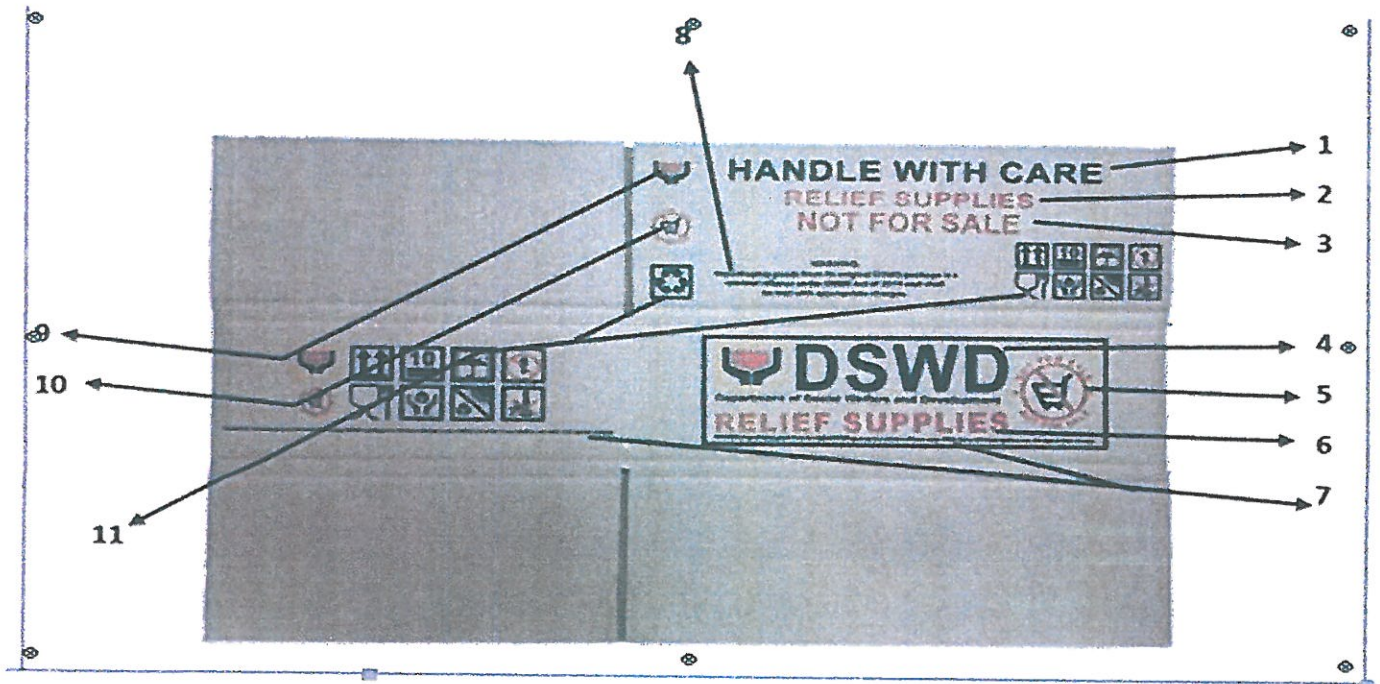
PALLETIZING PATTERN
 Illustrated the Layer 1 and Layer 2 palletizing pattern



International Packaging Symbols

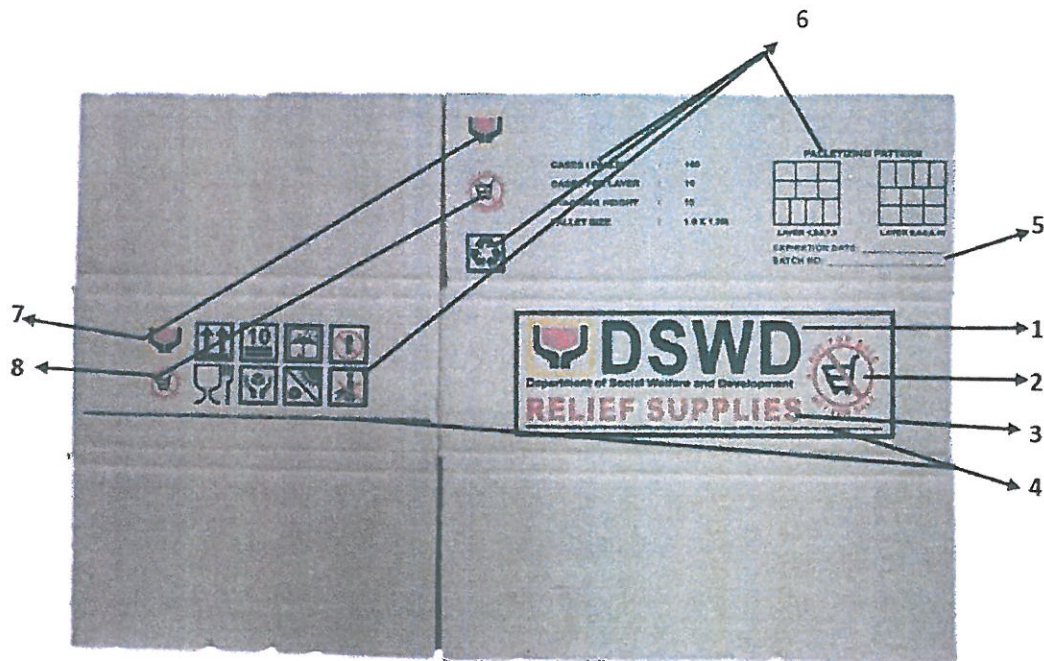
**International Symbol on Proper Handling of Products					
	Keep dry	3 cm x 3 cm		Protect from heat	3 cm x 3 cm
	Maximum stacking height	3 cm x 3 cm		Handle with care	3 cm x 3 cm
	This side up	3 cm x 3 cm		Food item	3 cm x 3 cm
	Recyclable	3 cm x 3 cm		Stacking pattern	5 cm x 5 cm
	Do not step	3 cm x 3 cm		Do not sit	3 cm x 3 cm
HANDLE WITH CARE		2 cm x 2cm per letter	CASES / PALLET CASES / LAYER STACKING HEIGHT PALLET SIZE		1 cm x 0.8 cm per letter

Front Side (A)



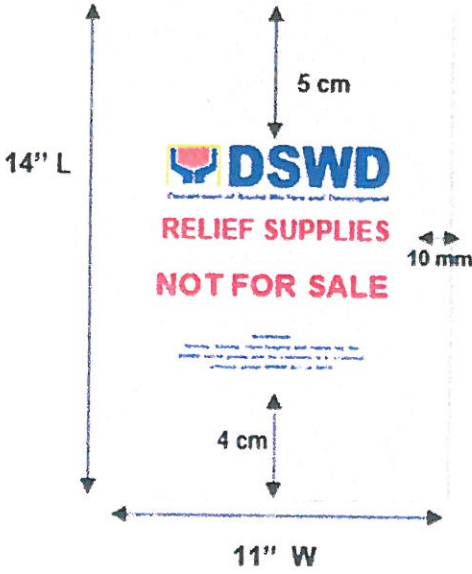

FRONT AND SIDE VIEWS DETAILS		
No	PRINT/SYMBOLS	PRINT/SYMBOLS DETAILS
1	HANDLE WITH CARE	Size: 22 cm L x 1.5 cm H (+/- 5% Variance) Color: Blue
2	RELIEF SUPPLIES (at Flaps)	Size: 16 cm L x 1.3 cm H (+/- 5% Variance) Color: Red
3	NOT FOR SALE (at Flaps)	Size: 15 cm L x 1.5 cm H (+/- 5% Variance) Color: Red
4	DSWD LOGO	Size: 20.5 L x 5.5 cm H (+/- 5% Variance) Color: Red, Yellow and Blue
5	NOT FOR SALE SYMBOL	Size/Print Area: 5 cm L x 6 cm H Color: as shown
6	RELIEF SUPPLIES (at front view)	Size: 20.7 cm L x 2.5 cm H (+/- 5% Variance) Color: Red
7	WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010	Size/Print Area: 27 cm L x 0.5 cm H (+/-5% Variance), Single Line, Color: Blue
8	WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010	Size/Print Area: 14 cm L x 6 cm H (+/-5% Variance), Single Spacing, Centered Color: Blue
9	DSWD LOGO , (at the flap and sides)	Size: 3 cm x 3 cm, color as shown.
10	NOT FOR SALE SYMBOL (at the flap and sides)	Size: 3 cm x 3 cm, color as shown.
11	(Symbols on Proper Handling of Product)	See International Symbols on Proper Handling of Product

Back Side (B)



BACK AND SIDE VIEW DETAILS		
No	PRINT/SYMBOLS	PRINT/SYMBOL DETAILS
1	DSWD LOGO	Size: 20.5 L x 5.5 cm H (+/-5% Variance) Color: Red, Yellow and Blue
2	NOT FOR SALE SYMBOL	Size/Print Area: 5 cm L x 6 cm H Color: as shown
3	RELIEF SUPPLIES	Size: 20.7 cm L x 2.5 cm H (+/-5% Variance) Color: Red
4	WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010	Size/Print Area: 27 cm L x 0.5 cm H (+/-5% Variance), Single Line
5	EXPIRATION DATE and BATCH NUMBER (at the flap)	Print Area/Size: 13 cm L x 3 cm H (+/-5% Variance)
6	(Symbols on Proper Handling of Product)	See Illustration B3 for symbols (International Symbols on Proper Handling of Product) located at front and sides, as shown.
7	DSWD LOGO (at the flap and sides)	Size: 3 cm x 3 cm Color as shown.
8	NOT FOR SALE SYMBOL (at the flap and sides)	Size: 3 cm x 3 cm Color as shown.

2. Vacuum Plastics for 3 kilograms

Rice Vacuum Bag for 3 kilos with DSWD Logo																	
<p>with DSWD Logo</p>  <p>14" L</p> <p>5 cm</p> <p>11" W</p> <p>4 cm</p> <p>10 mm</p>	<table border="1"> <tr> <td>Type</td> <td>Rice Bag for 3 kilos with DSWD Logo</td> </tr> <tr> <td>Unit of Measurement</td> <td>Pack</td> </tr> <tr> <td>Material</td> <td>Nylon/Polyethylene</td> </tr> <tr> <td>Color</td> <td>Transparent</td> </tr> <tr> <td>Dimension per piece</td> <td>14 inches L x 11 inches W (+/- 5% variance)</td> </tr> <tr> <td>Seaming</td> <td>Side and Bottom Seal 10 mm (+/- 2% variance)</td> </tr> <tr> <td>Thickness</td> <td>150 microns (+/-5% variance)</td> </tr> <tr> <td>Packaging</td> <td>500 pieces per pack</td> </tr> </table>	Type	Rice Bag for 3 kilos with DSWD Logo	Unit of Measurement	Pack	Material	Nylon/Polyethylene	Color	Transparent	Dimension per piece	14 inches L x 11 inches W (+/- 5% variance)	Seaming	Side and Bottom Seal 10 mm (+/- 2% variance)	Thickness	150 microns (+/-5% variance)	Packaging	500 pieces per pack
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<p>Markings on Rice Bags</p>  <p>9" L</p> <p>3" H</p> <p>3 cm</p> <p>2.5 cm</p> <p>3 cm</p> <p>Single line Spacing</p>																	
Print	Print Details																
DSWD Logo	<p>Size: 9" L x 3" H (+/- 5% variance), centered position</p> <p>Color: Red, Blue and Yellow as shown</p>																
RELIEF SUPPLIES	<p>Font style: Arial bold</p> <p>Font size: 60, centered position</p> <p>Font color: Red</p>																
NOT FOR SALE	<p>Font style: Arial bold</p> <p>Font size: 80, centered position</p> <p>Font color: Red</p>																

	<p>WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010 (at the front views)</p>	<p>Font style: Arial Font size: 28, centered position Font color: Dark Blue</p>
	<p>Space between the following</p> <p>a. Top opening and DSWD Logo</p> <p>b. Bottom sealed to the Warning last line</p>	<p>a. Size: 5 cm (+/- 5% variance)</p> <p>b. Size: 4 cm (+/- 5% variance)</p>
	<p>Spaces between prints</p> <p>a. DSWD Logo, Relief Supplies, Not for Sale</p> <p>b. Warning and other words as shown up to the bottom line.</p>	<p>a. Size: 3 cm (+/- 5% variance)</p> <p>b. Size: Single Line Spacing</p>
	<p>Other Descriptions</p>	<ul style="list-style-type: none"> ● Printed using Rotogravure printing⁵ ● Supplier to submit sample for logo/marketing approval

****Excerpt from DSWD Food and Non-food items Technical Specification**