

REQUEST FOR QUOTATION (RFQ)

PR/PP No.:	<u>2021-09-064(2022 NEP)</u>	RFQ No.:	<u>2022-03-185</u>
End-user:	<u>SMU</u>	Date:	<u>MAR 29 2022</u>
Name of Project:	<u>PRODUCTION AND PRINTING OF IEC MATERIALS/ COLLATERALS FEATURING DSWD PROGRAMS,SERVICES AND CELEBRATIONS</u>	ABC:	<u>₱105,700.00</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 APR 05 2022 12:00NN.

ENRIQUE H. GASCON JR.
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)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - d. **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

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRODUCTION AND PRINTING OF IEC MATERIALS/ COLLATERALS FEATURING DSWD PROGRAMS,SERVICES AND CELEBRATIONS					
	Lay-outing and Printing of Social Focus Newsletter (A4, 8 pages, back to back, colored, c2s #100, glossy, 4 types, 100 copies)	400	piece			
	Printing of tarpaulins for special celebrations (full color, 3x4 ft)	40	piece			
	Printing of poster (2 types, 100 pieces each type, full color, A3, board paper, glossy)	200	piece			
	Printing of devolution fan (A4 or its equivalent, board paper, full color, glossy, 150 pieces)	150	piece			
	Printing of Trafficking and Sectoral concerns flyers (1200 pieces; A4 size, full color; back to back)	1200	piece			
	Production of 18-day campaign against VAW dry fit shirt (150 pieces unisex dry fit shirt, different sizes, white with sublimation print)	150	piece			
Designs will be sent to the winning bidder.						
PAYMENT SHALL BE MADE EVERY AFTER DELIVERY PER ACTIVITY.						
	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>Please see attached delivery schedule for the delivery of goods.</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 Canvasser

*Address:
Email Address:*

*Contact Number/s:
PhilGEPS Registration
Number:*



**Delivery Schedule for the
"PRODUCTION AND PRINTING OF IEC MATERIALS/ COLLATERALS FEATURING DSWD PROGRAMS,
SERVICES AND CELEBRATIONS"**

PRODUCTION OF IEC MATERIAL	SCHEDULE OF DELIVERY
1. Lay-outing and Printing of Social Focus Newsletter	August 31, 2022
2. Printing of Tarpaulins for Special Celebration	April-December 2022
3. Printing of Poster	May 31, 2022
4. Printing of devolution fan	May 31, 2022
5. Printing of Trafficking and Sectorial concerns flyers	May 31, 2022
6. Production of 18-day campaign against VAW dry fit shirt	November 18, 2022