

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-003 (2022 NEP), 2021-09-063, 2022-03-116, 2022-03-143, 2022-03-132,

End-user: SOCPEN, ARRS, SMU

Name of Project:

RFQ No.: 2022-04-217

Date: APR 18 2022

ABC: ₱646,800.00

PRINTING OF IEC MATERIALS FOR DIFFERENT OFFICES

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 on or before

APR 22 2022 12:00NN


ENRIQUE M. 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)**
 - 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
	<i>PRINTING AND PRODUCTION OF IEC MATERIALS FOR DIFFERENT OFFICES</i>				
	SOCPEN (P94,200.00)				
	1st Semester SPP Regional Congress (Webinar) Training Kit (Advocacy Notepad)	314	piece		
	2nd Semester SPP Regional Congress (Webinar) Training Kit (Advocacy Notepad)	314	piece		
	<i>Please see attached design</i>				
	ARRS (P250,000.00)				
	Advocacy Notepad, L18cm x W12 cm, multi-colored, 120 gsm, 100 leaves	250	piece		
	Advocacy Notebook with adoption and foster care stories/quote cards, hardcover, full color, spiral (covered), 200 leaves (back to back)	500	piece		
	<i>Please see attached design for the Advocacy Notebook design please visit: https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/Under #2 Alternative mode</i>				
	SMU(143) (P100,000.00)				
	Listahanan Profile of the Poor Specification: A4 (folded in half), colored, Matte inside pages, 50 pages Cover: matte with embossed print, full colored, saddle stitch binding, board cover	200	piece		
	<i>Please see attached design</i>				
	SMU(063) (P129,600.00)				
	SLP Primer Notebook (Hard cover mat finish and spring bind, 100 pages, 80 GSM)	570	piece		
	Tarpaulin (8ft by 8ft)	12	piece		
	<i>Please see attached design</i>				
	SMU(156) (P73,000.00)				
	Folder with inner pockets (8.5"x14") Full colored front and back, colored pockets	300	piece		
	Roll up Banner with tarpaulin (2ftx5ft) Full color	9	piece		
	Sticker on Sintra Board (3 ft x 4 ft, 3mm) Full color	1	piece		
	Sticker on Sintra Board (2 ft x 3 ft, 3mm) Full color	10	piece		
	<i>Please see attached design</i>				

TOTAL PRICE

COMPLIANCE <i>Please a check (✓) mark whether can comply or not, no check mark will mean non-compliance</i>	REMARKS	
	Can Comply	Cannot Comply
	[]	[]

OTHER REQUIREMENTS

Delivery Period:
 1) SOCPEN: May 16-20, 2022
 1st Semester Training Kit: August 1-5, 2022
 2) ARRS: May 31, 2022
 3) SMU (143, 063, 156): 20 days upon receipt of final layout/design

Delivery Place: DSWD-CAR, 40 North Drive, Baguio City

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 CHECKUE to be issued)

Address:

Name and Signature of Canvasser

Email Address:

Contact Number/s:

PhilGEPS Registration Number:



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-039

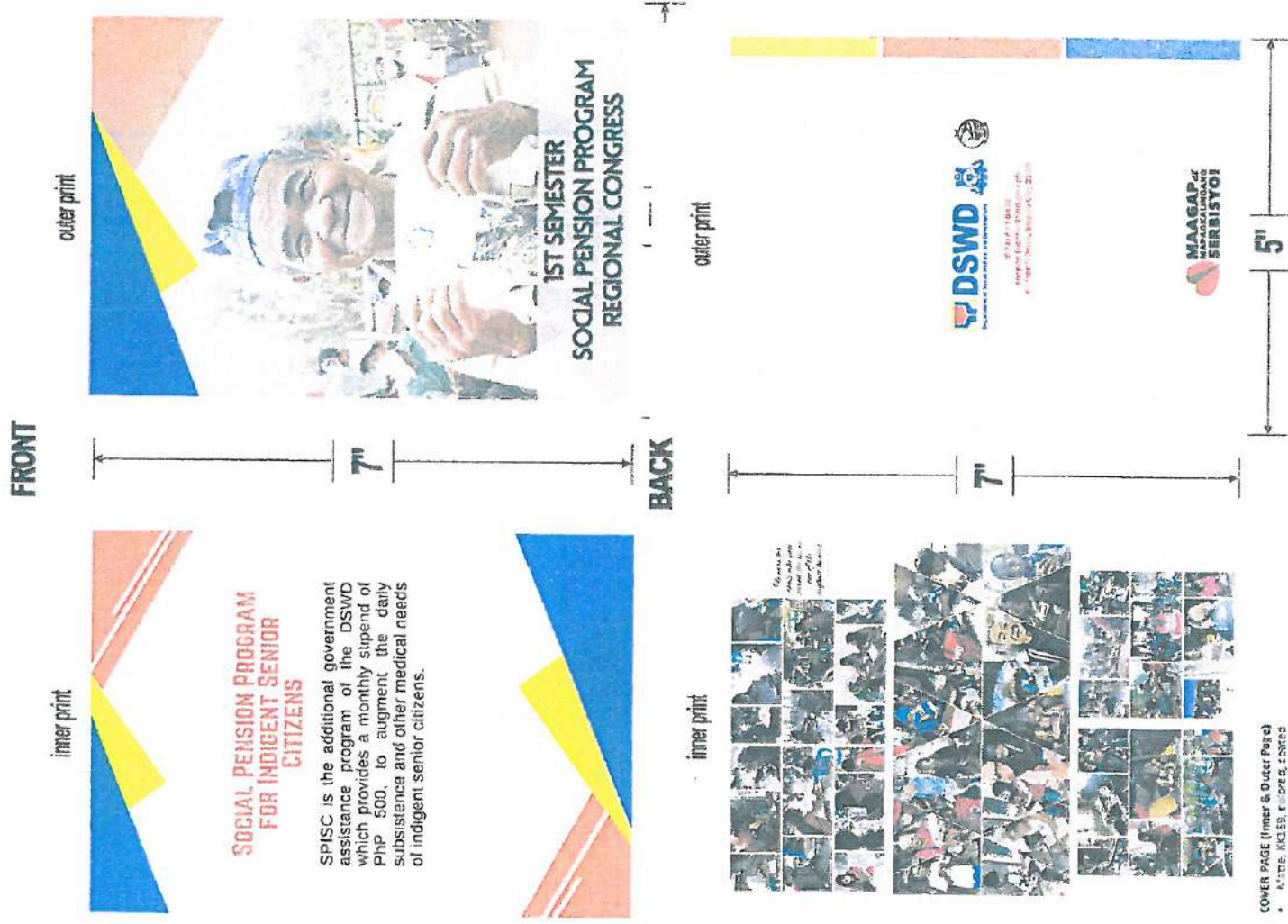
Date and time received: 8 Mar2022

Type of IEC Material: SocPen Customized Notepad /notbook

Specification of IEC Materials: Soft-bound, perfect bind

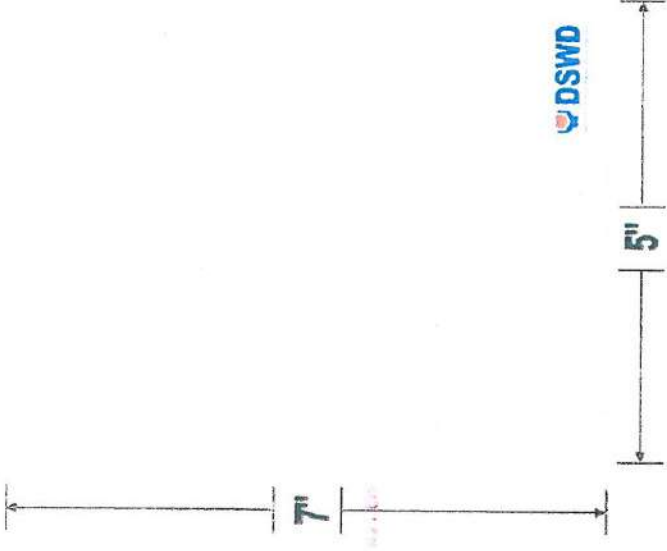
Cover Page: Matte, KK189, full color, coated

Inside Pages: 100 pages, 80gsm



PAGE 1 of 2

INSIDE PAGES



PAGES
• 100 Pages
• 50 gsm

Note: 2nd Sem notepad design will be provided by July/August with same specs.

Comments: For RD's approval. Thank you.

Prepared:


JEZEBEL L. GUMATAY
Information Officer I

Recommended for Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

PAGE 2 of 2

Notepad: 50-100 pages, Pad size: A5, 80 gsm, with greyboard backing (900 micron), Full color



DSWD
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
CORDILLERA ADMINISTRATIVE REGION



CORDILLERA ADMINISTRATIVE REGION
40 Trench Drive, Baguio City
(074) 661 0430 | 0436 001787 | 0433 0915645345



MAAGAP
MAPAGKALINGANG
SERBISYO!

Notes:

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

Prepared:



JEZABEL L. GUMATAY
Information Officer I

Recommended for Approval:

Approved:



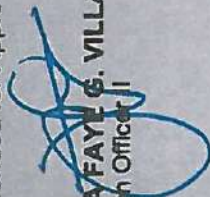
ARNEL B. GARCIA, CESO II
Regional Director

NERIZZA FAYE G. DELA ANUEVA-TRINIDAD
Information Officer II/Regional Information Officer

PAGE 2 of 2

Comments:


Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

For the Regional Director:


ENRIQUE A. GASCON Jr.
CAO, OIC / RDO for Administration

DRN: _____

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-031 Date and time received: March 2, 2022

Type of IEC Material: Tarpaulin for Provincial Kumustahan 2022

Specification of IEC Materials: N/A

Proposed design of IEC material



PROVINCIAL KUMUSTAHAN

Date: | Venue:



Comments: 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
Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

PAGE 1 of 4

SMU063

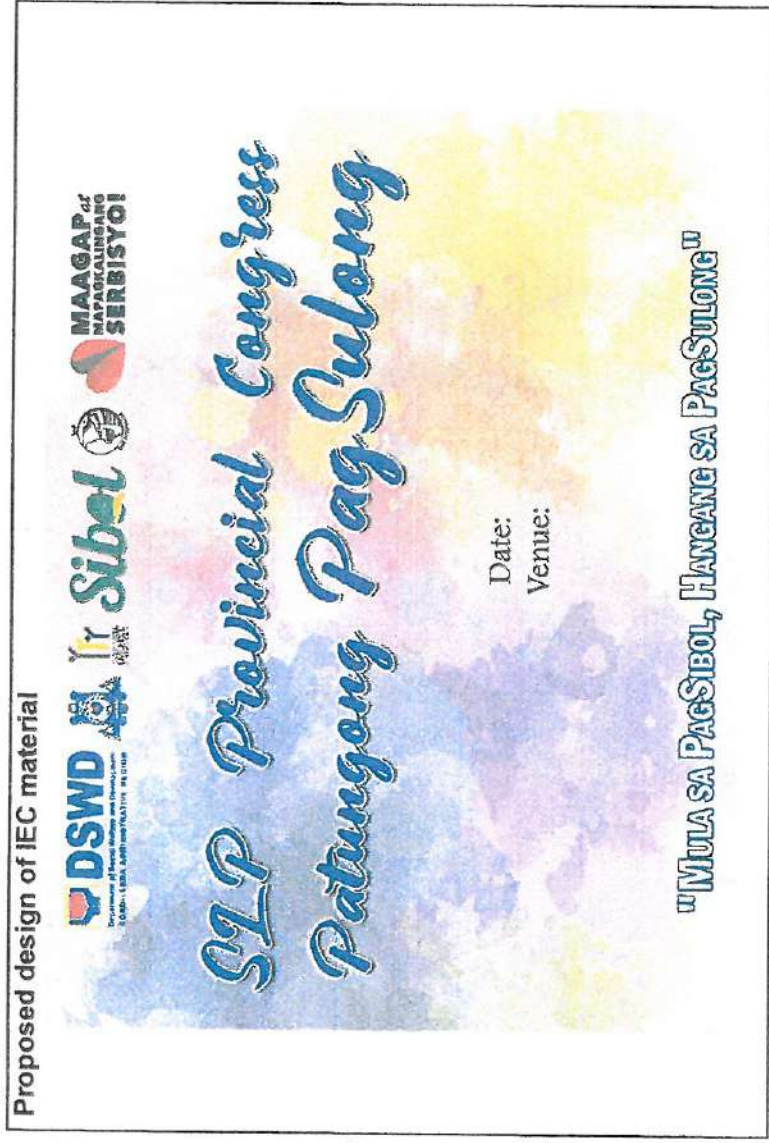
DRN: _____

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-032 Date and time received: March 2, 2022

Type of IEC Material: Tarpaulin for SLPA Congress Patungong PagSulong

Specification of IEC Materials: N/A



Comments: 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

Approved:


ARNEL B. GARCIA, CESO II

PAGE 2 of 4

DRN: _____

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-035 **Date and time received:** March 2, 2022

Type of IEC Material: Personalized Notebook/Primer

Specification of IEC Materials:

Hardbound cover; 154 pages; colored pages; cover page glossy, logo and letterings embossed; index page white

Proposed design of IEC material

see attached design

SMU (663)

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

Prepared


BABBLE MAE M. GORIO
PDO II-Social Marketing Officer

Recommended for Approval:

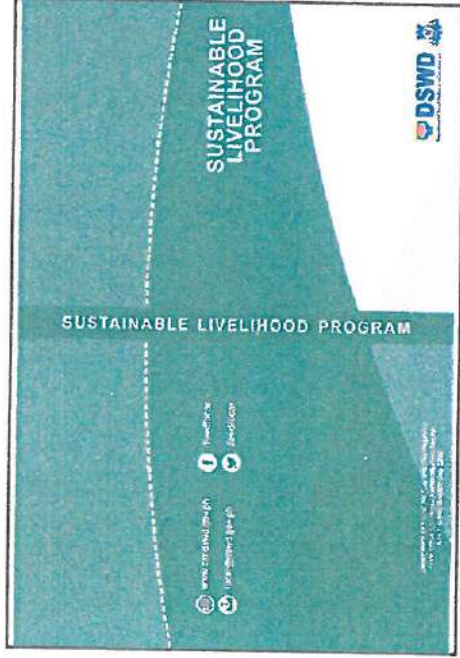

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Information Officer II

For the Regional Director:

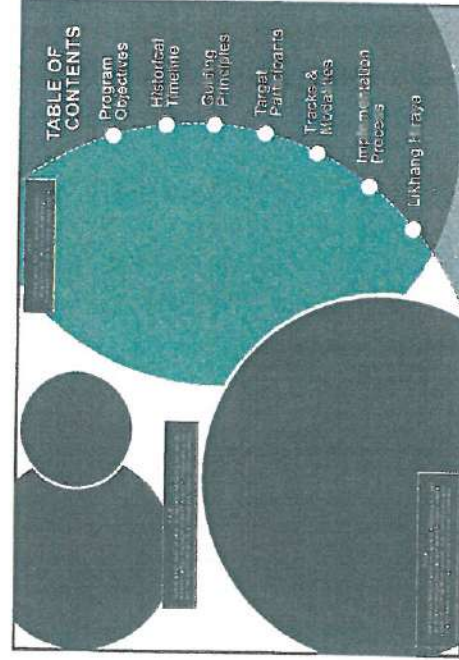
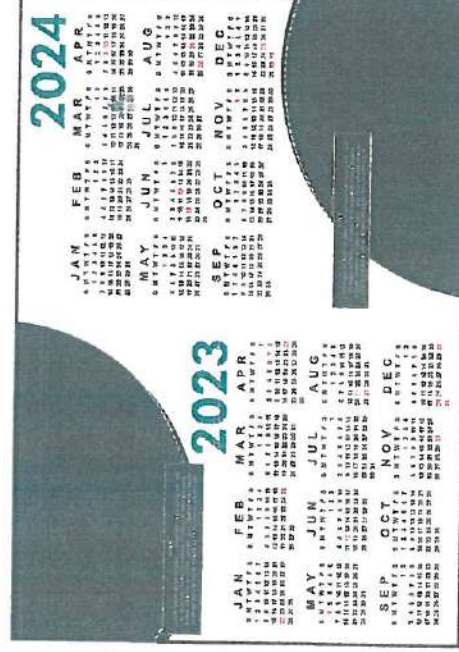
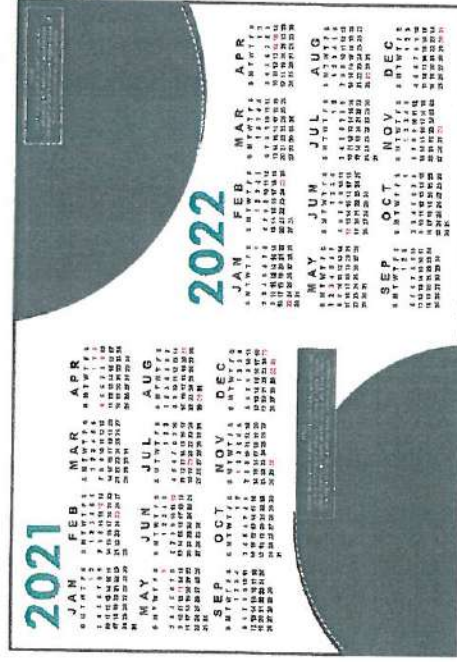

ENRIQUE H. GASCON JR.
CAO, Office for Administration

Approved:

ARNEL B. GARCIA, CESO II
Regional Director



SMU (063)



TO ADD IN THE BACK COVER

1 | SUSTAINABLE LIVELIHOOD PROGRAM

HISTORICAL TIMELINE

1996
The SLP implemented the first Livelihood Assistance Program (LAP) in a community-based program for self-employment and asset capital provision to assist the poor to access and build their asset base.

2011
AO 11 s. 2014
Sustainable Livelihood Program

2014
MC 11 s. 2014
Evaluation Livelihood Program (EVLAP)

2015
MC 10 s. 2015
Amendments to MC 22 s. 2014
Guidelines on the Operation of Social Capital Fund Livelihood Programs (SCFLP)

2018
MC 22 s. 2018
Guidelines on the Operation of SLP Through Social Trading of SLP through USAID

2019
MC 22 s. 2019
Comprehensive Guidelines on the Operation of Sustainable Livelihood Programs

2020
Special Order on the Operation of Livelihood Assistance to Affected Households through the Sustainable Livelihood Program

2021
MC 22 s. 2021
Special Order on the Operation of Livelihood Assistance to Affected Households through the Sustainable Livelihood Program

SLP needs to assist poor Filipino households and individuals by:
 • Empower business capable women and marginalized communities through technical and advisory assistance to engage in or re-engage in livelihoods
 • Enhance human capital through education and training
 • Enhance livelihoods through financial assistance and access to markets
 • Empower marginalized communities through technical and advisory assistance to engage in or re-engage in livelihoods
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DSWD

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SMU (063)

SLP GUIDING PRINCIPLES

INCLUSIVITY
The Program tracks all Municipalities and Barangays as potential areas to implement its various programs.

COMMUNITY ORGANIZING
SLP reinforces the principles of community organizing into program implementation to increase the levels of participation among program participants and harness a deeper sense of ownership of their development.

SLP contributes to improving the economic sufficiency of poor households in developing employable skills, securing gainful employment, earning steady and sufficient financial resources.

ELIGIBLE SLP PARTICIPANTS

Participants who are qualified and ready for available employment opportunities may register for available employment opportunities through the SLP.

EMPHASIS ON PARTICIPATING INDIVIDUALS WITH LIMITED FINANCIAL RESOURCES

Participants who are qualified and ready for available employment opportunities may register for available employment opportunities through the SLP.

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TRACKS & MODALITIES
The SLP interventions are designed for the program participants to overcome or address their current vulnerabilities and convert these into livelihood opportunities.

The SLP shall facilitate interventions through Two (2) Tracks:

MICRO-ENTERPRISE DEVELOPMENT (MD) TRACK
Participants who exhibit potential and willingness for entrepreneurship may register for available employment opportunities through the SLP.

MODALITIES FOR MD TRACK:
 • Social Enterprise
 • Franchise
 • Business Development
 • Technical Assistance
 • Financial Assistance
 • Training
 • Capacity Building
 • Mentorship
 • Technical Assistance
 • Financial Assistance
 • Training
 • Capacity Building
 • Mentorship

ELIGIBLE SLP PARTICIPANTS

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The SLP Implementation Process

PRE-WORK READINESS
The pre-work readiness stage involves conducting a thorough assessment of the community's current situation and identifying the key challenges and opportunities for the SLP. This stage is critical for ensuring that the program is tailored to the specific needs and context of the target population.

SOCIAL PREPARATION
Social preparation involves building trust and rapport with the community, as well as conducting social mobilization activities to raise awareness of the SLP and its benefits. This stage is essential for ensuring that the community is ready to engage with the program and that the program is culturally appropriate and acceptable.

RESOURCE MOBILIZATION
Resource mobilization involves identifying and mobilizing the resources needed to implement the SLP, including human resources, financial resources, and technical resources. This stage is critical for ensuring that the program has the necessary resources to be implemented effectively and sustainably.

PROJECT IMPLEMENTATION
Project implementation involves the actual delivery of the SLP activities to the target population. This stage is characterized by ongoing monitoring and evaluation to ensure that the program is being implemented as planned and that it is having the desired impact on the target population.

PROGRAM PARTICIPANTS
Program participants are the individuals and groups who are directly involved in the SLP activities. This stage focuses on building the capacity and resilience of the participants, as well as providing them with the necessary support and resources to sustain their livelihoods and improve their quality of life.

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SMU 063

OTHER SLP INTERVENTIONS

These interventions are designed to complement the SLP and address the specific needs and challenges of the target population. They are implemented alongside the SLP activities and are intended to enhance the overall impact and sustainability of the program.

- Income Generating Activities (IGA):** IGAs are designed to help participants generate additional income and improve their financial situation. This can be achieved through various means, such as providing training and technical assistance to help participants start or expand their own businesses, or providing access to credit and financial services.
- Skills Training:** Skills training is designed to help participants acquire new skills and knowledge that are in demand in the labor market. This can be achieved through various means, such as providing vocational training, technical education, and apprenticeship programs.
- Health and Nutrition:** Health and nutrition interventions are designed to improve the overall health and well-being of participants. This can be achieved through various means, such as providing health education, nutrition counseling, and access to health services.
- Financial Literacy:** Financial literacy interventions are designed to help participants understand and manage their finances more effectively. This can be achieved through various means, such as providing financial education, counseling, and access to financial services.
- Legal Services:** Legal services are designed to help participants understand their legal rights and responsibilities and to provide them with the necessary support and resources to enforce their rights and resolve any legal issues.

The SLP Implementation Process Timeline

For participants who are engaged in SLP Associations (SLPAs) or Walk-in Client of Referral (Individual)

7-15: Voluntary Stage

16-25: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

26-35: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

36-45: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

46-55: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

56-65: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

66-75: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

76-85: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

86-95: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

96-105: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

106-115: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

116-125: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

126-135: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

136-145: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

146-155: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

156-165: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

166-175: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

176-185: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

186-195: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

196-205: SLP Association (SLPA) or Walk-in Client of Referral (Individual)

LIKANG KALASA

These interventions are designed to complement the SLP and address the specific needs and challenges of the target population. They are implemented alongside the SLP activities and are intended to enhance the overall impact and sustainability of the program.

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- Legal Services:** Legal services are designed to help participants understand their legal rights and responsibilities and to provide them with the necessary support and resources to enforce their rights and resolve any legal issues.

SUSTAINABLE LIVELIHOOD PROGRAM

The Sustainable Livelihood Program is a comprehensive approach to addressing the needs and challenges of the target population. It focuses on building the capacity and resilience of participants, as well as providing them with the necessary support and resources to sustain their livelihoods and improve their quality of life. The program is implemented through a series of interconnected interventions that address the different dimensions of livelihoods, including income, skills, health, financial, and legal services.

LIKANG KALASA

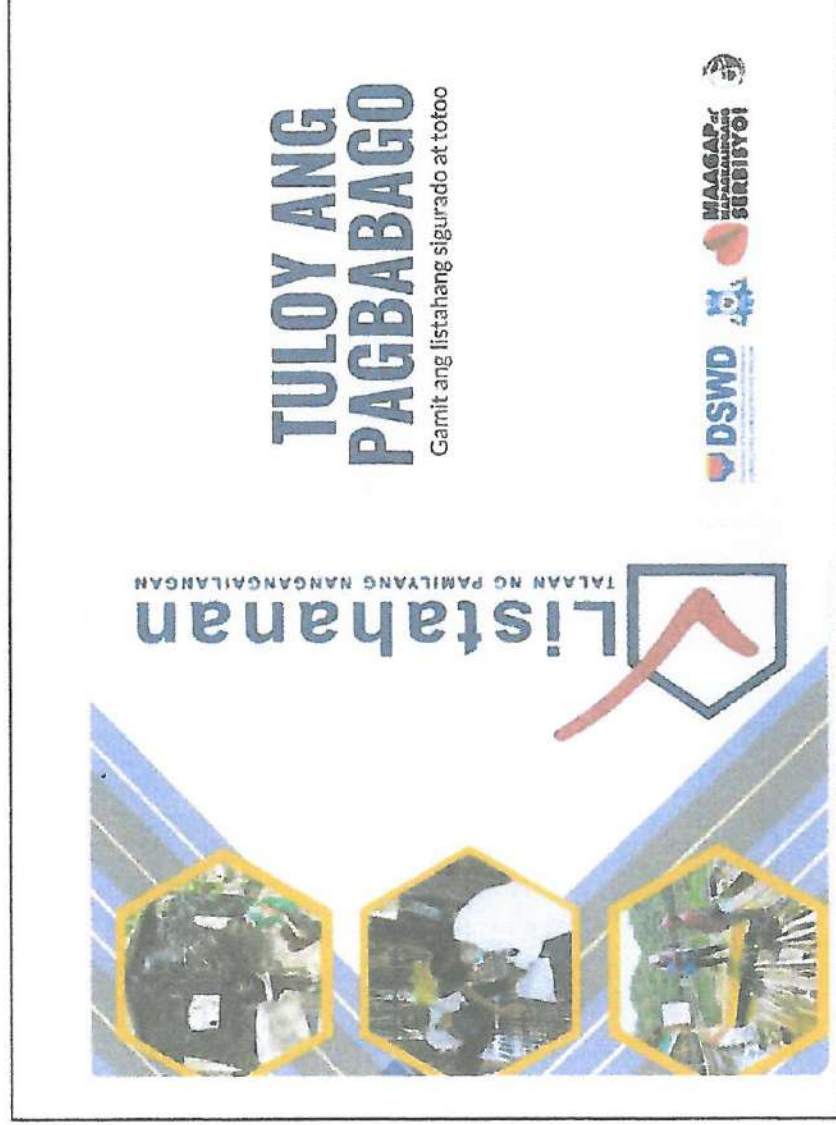
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DSWD
BANK IMAGES FOR NOTE TAKING

IEC DESIGN APPROVAL FORMIEC Material Number: 2022-SMU-IEC-023 Date and time received: _____Type of IEC Material: Listahanan Pocket Folder

Specification of IEC Materials: Folder with inner pockets (8.5"x14") Full colored front and back, colored pockets



SMU (156)

Note: _____

Comments: _____

Prepared:


LORNIE R. GONZALES
Administrative Assistant III

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:


ARNEL B. GARCIA, CESO II
Regional Director

PAGE 1 of 2

IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-026 Date and time received: _____

Type of IEC Material: Listahanan Roll Up Banner

Specification of IEC Materials: Roll up Banner with tarpaulin, (2ft x5ft) Full color



SMU (156)

Note: _____

Comments: _____

Prepared:

LORILLIE R. GONZALES
Administrative Assistant III

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

ARNEL B. GARCIA, CESO II
Regional Director

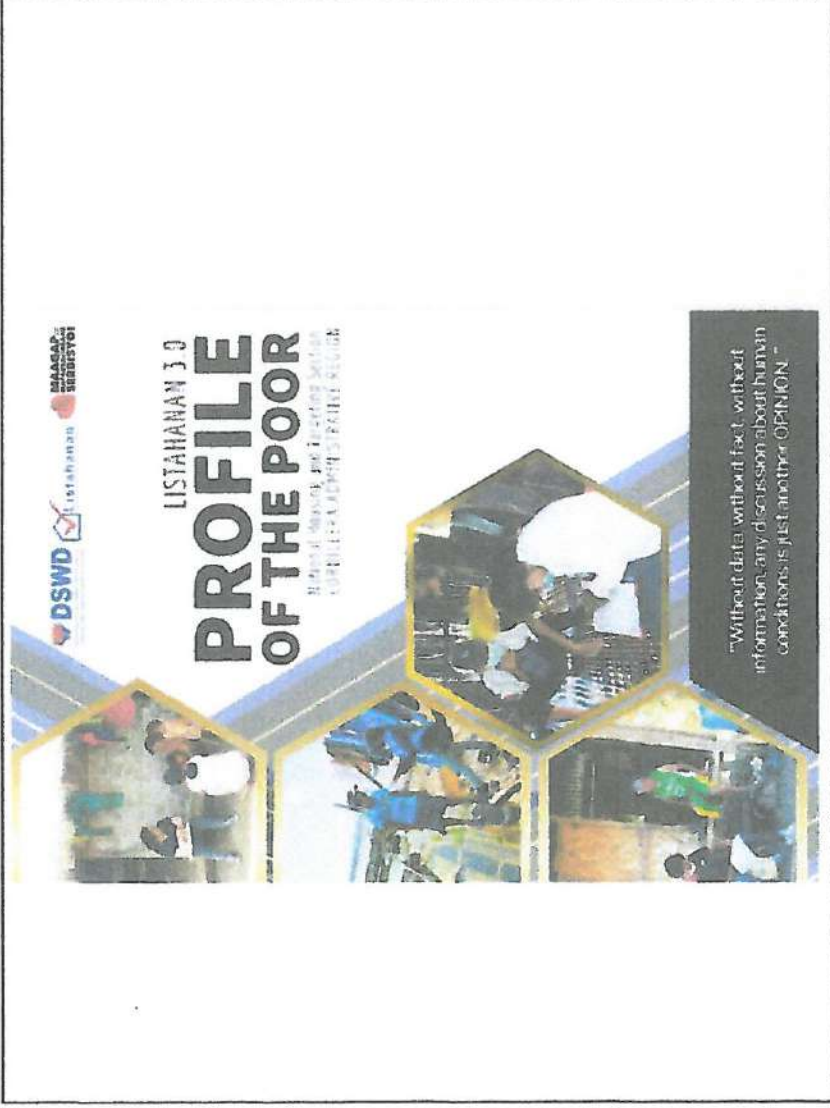


IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-027 **Date and time received:** _____

Type of IEC Material: Listahanan Sticker on Sintra (Profile Cover for Launching)

Specification of IEC Materials: Sticker on Sintra Board (3ft x 4ft, 3mm) Full color



SMU (156)

Note: _____

Comments: _____

Prepared:


LORRAINE R. GONZALES
Administrative Assistant III

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-028 **Date and time received:** _____

Type of IEC Material: Listahanan Gallery Walk Sintra

Specification of IEC Materials: Sticker on Sintra Board (2ft x 3ft, 3mm) Full color



SMU (156)

Note: _____

Comments: _____

Prepared:


LORILLIE R. GONZALES
Administrative Assistant III

Recommended for Approval:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
**CERTIFIED TRUE COPY
OF THE ORIGINAL**

By _____
Date: _____
Approved: _____


ARNEL B. GARCIA, CESO II
Regional Director



IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-029 **Date and time received:** _____

Type of IEC Material: Listahanan Profile of the Poor

Specification of IEC Materials: A4, colored, Matte inside pages, 50 pages
Cover: matte with embossed print, colored



SMU(143)

Note: Sample pages only. We are waiting for the PMT results before writing the profile.

Comments: _____

Prepared:

LORILLE R. GONZALES
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