

**REQUEST FOR QUOTATION (RFQ)**

PR/PP No.: 2021-09-003, 2022-03-143, 2022-03-156, 2021-09-063, 2022-02-960, 2022-03-132

RFQ No.: 2022-04-218

End-user: SOCPEN, SECTORS, ARRS, SMU

Date: APR 18 2022

Name of Project:

ABC: P422,650.00

**PRODUCTION OF PERSONALIZED 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](mailto:bacsec.car@dswd.gov.ph) on or before

APR 17 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)**
    - 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](mailto:bacsec.car@dswd.gov.ph).

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<i>PRINTING AND PRODUCTION OF IEC MATERIALS FOR DIFFERENT OFFICES</i>				
	<b>SOCPEN (P9,750.00)</b>				
	Learning and Development Intervention for SPP Internal Staff Training Kit (Customized Pen and Notepad)	65	set		
	<i>Please see attached design</i>				
	<b>SECTORS (P25,000.00)</b>				
	T-shirt with prints	100	piece		
	<i>Please see attached sample design</i>				
	<b>ARRS (P100,000.00)</b>				
	Advocacy Tumbler, double wall insulated stainless steel bottle tumbler with handle, 12 hrs hot & 24 hrs cold, 500 ml, black with print	200	piece		
	<i>Please see attached design</i>				
	<b>SMU(063) (P96,900.00)</b>				
	Catchabag (black, can fit legal size on portrait)	570	piece		
	Personalized Pen (silver casing, .5 ballpoint, black ink)	570	piece		
	<i>Please see attached design</i>				
	<b>SMU(156) (P141,000.00)</b>				
	Canvas Bag (14x16 inches, full color, digital printing or sublimation or silk screen, whichever is feasible based on the design)	300	piece		
	Personalized black pens (0.5mm ball point) with Listahan print	300	piece		
	Personalized alcohol spary container with digital vinyl sticker of Listahanan design	300	piece		
	Personalized face mask with mask holder	300	piece		
	<i>Please see attached design</i>				
	<b>SMU(060) (P50,000.00)</b>				
	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 30oz Beverage Cup Bottom Diameter: 7.5cm/2.95", Height: 19cm/7.48" (Approx.) with handle, with permanent logo print)	100	piece		

**TOTAL PRICE**

	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
<b>OTHER REQUIREMENTS</b>			
Delivery Period: 1) SOCPEN: June 1-3, 2022 2) Sectors: 20 days upon receipt of final layout/design 3) ARRS: May 31, 2022 4) SMU (063,156) 20 days upon receipt of final layout/design 5) SMU (060) 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.

• Award shall be made per:  Item Basis  Lot Basis

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:

PhilGEPS Registration Number:

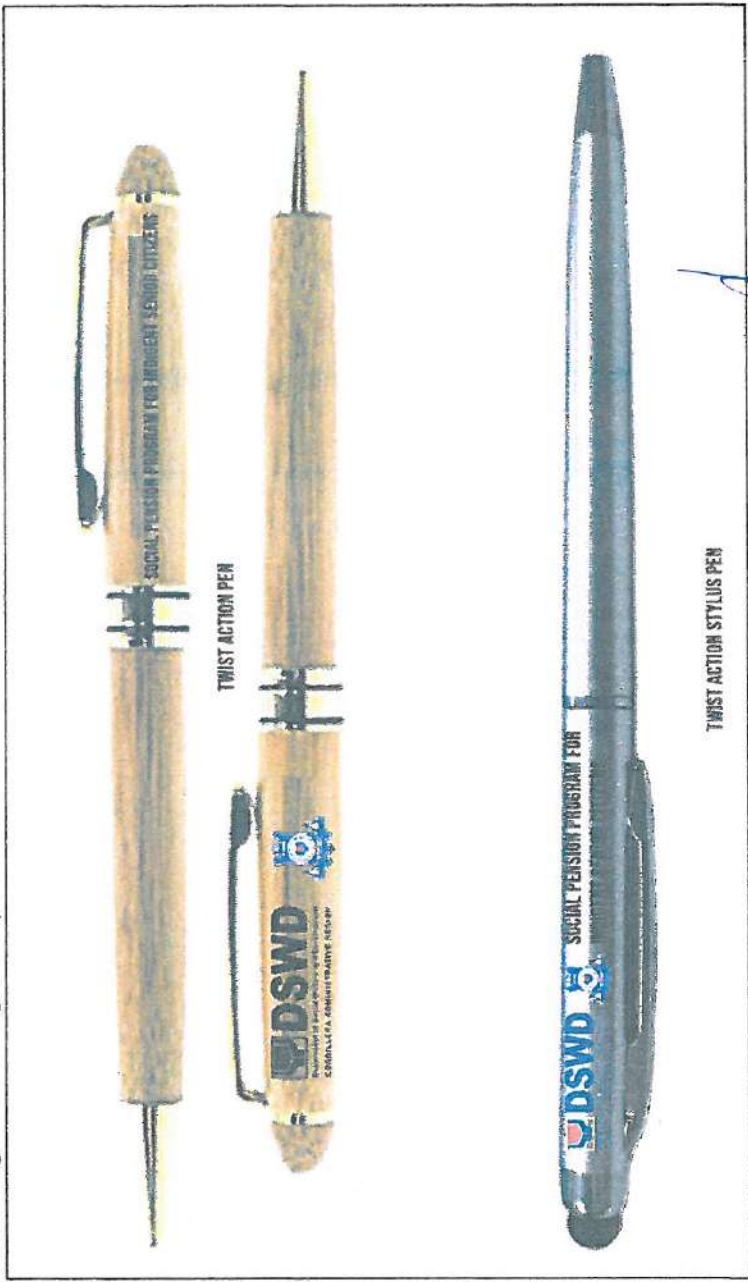
### IEC DESIGN APPROVAL FORM

IEC Material Number: 2022-SMU-IEC-013 Date and time received: 24 Jan 2022

Type of IEC Material: SocPen Customized Pen and Notepad

#### Specification of IEC Materials:

Customized Pen: Twist action stylus pen (Aluminum) / Twist action pen (Bamboo), Black ink,  
Laser engraved design, ballpoint



**IEC DESIGN APPROVAL FORM**

IEC Material Number: 202-SMV-18-037 Date and time received: Martha B. Wad/2:42am

Type of IEC Material: **Advocacy Materials for the SHIELD Program Beneficiaries**

Specification of IEC Materials: Item: T-Shirt with prints

Specification: Cotton T-shirt

Color : Gray T-shirt

:With print in front and back including side hem

*-Please include inside tag DSWD logo*  
*Thank*



Comments: For approval of T-shirt design. Final layout will be sent to winning bidder.

Submitted by:

*Thelma M. Pugyao*  
**THELMA M. PUGYAO**  
SWO IT-Sectors

Recommended for Approval:

*Merizza Faye G. Villanueva-Trinidad*  
**MERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Information Officer II

For the Regional Director:  
*Enrique M. Gascon Jr.*  
**ENRIQUE M. GASCON JR.**  
CAO, OIC/ARO for Administration

Approved:

**ARNEL B. GARCIA, CESO II**  
Regional Director

**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: Advocacy Tumbler, double wall insulated stainless steel bottle tumbler with handle, 12hrs hot & 24hrs cold, 500 ml, black with print

\* ARRS

Proposed design of IEC material (Please see attached)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD  
Information Officer II

Approved:

Lo

ARNEL B. GARCIA, CESO II  
Regional Director

For the Regional Director:  
ENRIQUE M. GASCON JR.  
CAO, OIC, APD for Administration



*Spread Love*  
*Through Legal Adoption*

**LOVE**

THROUGH  
LEGAL  
ADOPTION

#FosteringIsCaring #LegalAdoption  
#AdoptionIsLove



**DSWD**

DRN: \_\_\_\_\_

**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2022-SMU-IEC-034      **Date and time received:** March 2, 2022

**Type of IEC Material:** Catchabag

**Specification of IEC Materials:**

Dirty white canvas material; can fit portrait legal size document; digital printing

**Proposed design of IEC material**



SMU 0063

**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 S. VILLANUEVA-TRINIDAD**  
Information Officer II

Approved:

  
**ARNEL B. GARCIA, CESO II**  
Regional Director

Information Officer II

Regional Director

DRN: \_\_\_\_\_

**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2022-SMU-IEC-033      **Date and time received:** March 2, 2022

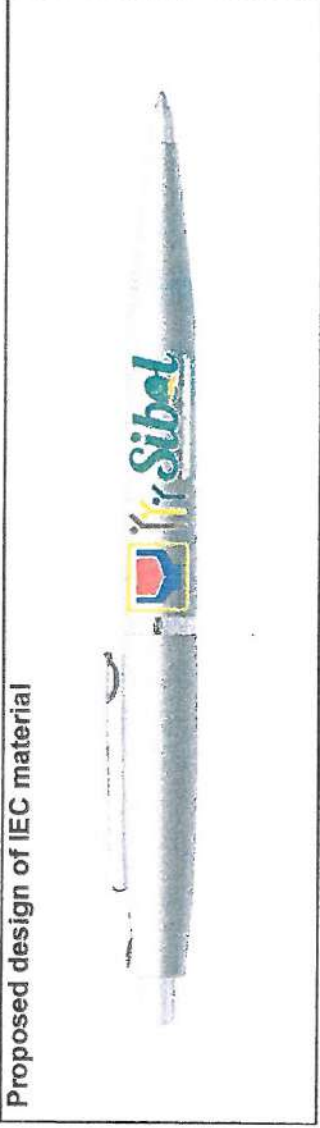
**Type of IEC Material:** Personalized Pen

**Specification of IEC Materials:**

Silver of black color of pen; black ink; .5 ballpoint

*SMU(063)*

**Proposed design of IEC material**



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

Prepared

  
**BABBLE MAE M. GORIO**  
PDO II-Social Marketing Officer

Recommended for Approval:

  
**NERIZZA FAYE S. VILLANUEVA-TRINIDAD**  
Information Officer II

Approved:

  
**ARNEL B. GARCIA, CESO II**  
Regional Director



**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2021-SMU-IEC-77 Date and time received: 08 July 2021

Type of IEC Material: Katsa Advocacy Bag

Specification of IEC Materials: 12x14 Katsa Material Tote Bag

SMU (156)

**Proposed IEC Design**

Comments: \_\_\_\_\_

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Cordillera Administrative Region  
**CERTIFIED TRUE COPY**  
 OF THE ORIGINAL  
 By: NERIZZA FAYE G. VILLANUEVA - TRINIDAD  
 Date: Regional Information Office

**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**

Prepared: **LORILLIE R. GONZALES**  
AA III, NHTS

Recommended for Approval: **ARNEL B. GARCIA, CESO II**  
Regional Director

Approved: \_\_\_\_\_

DSWD Field Office: Cordillera Administrative Region, 40 North Drive, 2669 Baguio City, Philippines  
 (6374) 661 0430 / (6302) 396 0580  
 (63917) 871 8993 / (63917) 872 0256 / (63919) 065 5365 to 68  
[dswd@dswd.gov.ph](mailto:dswd@dswd.gov.ph)  
[www.dswd.gov.ph](http://www.dswd.gov.ph)

**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2022-SMU-IEC-025 **Date and time received:** \_\_\_\_\_

**Type of IEC Material:** Listahanan Personalized Pens

**Specification of IEC Materials:** Personalized black pens (0.5mm ballpoint)

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:** 2021-SMU-IEC-108      **Date and time received:** 3 September 2021

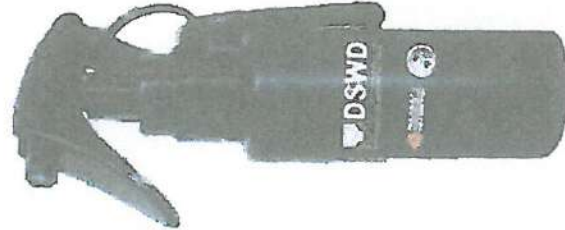
**Type of IEC Material:** Alcohol Spray Bottle

MU(156) **Specification of IEC Materials:** Listahanan IEC

**Proposed IEC Design**



**Front**



**Back**

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 General A. Delos Reyes Avenue, Quezon City  
**CERTIFIED TRUE COPY  
 OF THE ORIGINAL**

*NERIZZA FAYE G. VILLANUEVA*  
 REGIONAL INFORMATION OFFICER  
 VILLANUEVA-TRINIDAD

**Comments:** For RO's approval po thank you

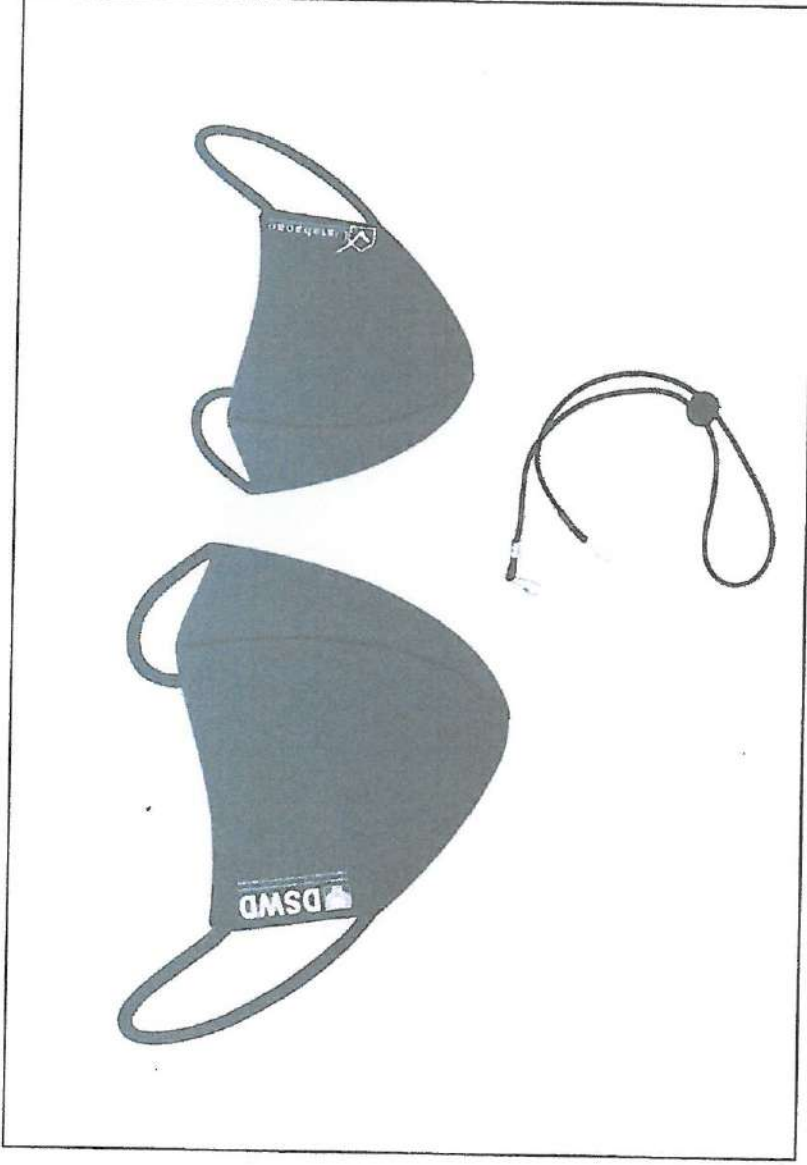
**Prepared:** *Lorillie R. Gonzales*      **Recommended for Approval:** *Merizza Faye G. Villanueva-Trinidad*      **Approved:** *Arnel B. Garcia, CESO II*  
 LORILLIE R. GONZALES      MERIZZA FAYE G. VILLANUEVA-TRINIDAD      ARNEL B. GARCIA, CESO II  
 AA III, NHTS      Regional Information Officer      Regional Director

**IEC DESIGN APPROVAL FORM**

IEC Material Number: 2022-SMU-IEC-023 Date and time received: \_\_\_\_\_

Type of IEC Material: Listahanan Personalized Cloth Face Mask

Specification of IEC Materials: Personalized face mask with mask holder



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




SMU (060)



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 7 24

**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

SMU (060)

Proposed design of IEC material

