

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-03-188

End-user: ADMIN

Name of Project:

PRINTING OF VARIOUS CERTIFICATES AND BANNERS FOR ISO CERTIFICATION
AND FIELD OFFICE AWARDS

RFQ No.: 2022-05-296

Date: MAY 11 2022

ABC: ₱91,700.00

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 MAY 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 unit price/s , 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

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PRINTING OF VARIOUS CERTIFICATES AND BANNERS FOR ISO CERTIFICATION AND FIELD OFFICE AWARDS				
	Printing of the DSWD QUALITY POLICY Poster Type (Portrait) Size: A3 Material: Sintra Board, inclusive of tape/clay for the wall posting	20	pieces		
	Printing of the 7s Good Housekeeping Information (English) Poster Type (Portrait) Size: A3 Material: Sintra Board, inclusive of tape/clay for the wall posting	58	pieces		
	Printing of the 7s Good Housekeeping Information (Tagalog) Poster Type (Portrait) Size: A3 Material: Sintra Board, inclusive of tape/clay for the wall posting	58	pieces		
	Printing of Tarpaulin of PGS Proficiency and Silver Trailblazer Award Size: 4 x 6 ft Full Colored	1	pieces		
	Banner Tarp Stand, pull up, roll up retractable stand, atleast 100cm x 200cm, adjustable	10	pieces		
<i>Please see attached design for your reference.</i>					
	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>Delivery of goods is within 10 calendar days after receipt of Purchase Order.</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: _____

SPECIFICATIONS FOR THE PRINTING OF THE DSWD QUALITY POLICY

1. Poster type (portrait) - **Paper size A3** for posting in conspicuous places and/or bulletin boards


11.7 inches




16.5 inches

QUALITY POLICY


We, at the Department of Social Welfare and Development (DSWD), commit to:



Deliver, coordinate, and monitor social protection programs and services to the poor, vulnerable, and disadvantaged population towards a fair, just, and peaceful society;



Sustain a culture of excellence through continual improvement of systems, mechanisms, and procedures in the delivery of programs and services;



Work with integrity and adhere to ethical standards for customer satisfaction and quality service by complying with the DSWD mandates, and other pertinent laws; and



Demonstrate genuine concern for the poor, prompt compassionate service, and free from any form of corruption.



DSWD

Department of Social Welfare and Development



Department of Social Welfare and Development
Field Office CAR, 40 North Drive, Baguio City, Benguet 2600 Philippines



CERTIFIED
9001:2015
No. SCP000588Q-B



PERFORMANCE GOVERNANCE SYSTEM
SILVER TRAILBLAZER
AWARDEE

**ISO 9001: 2015 Certified covering two frontline services
and all essential support services.**

**also, an awardee of the
Silver Trailblazer Award
from the Institute for Solidarity.**



Maagap at Mapagkalingang Serbisyol!

ANG 7S NG

GOOD HOUSEKEEPING



SORT

Classify necessary/unnecessary things, and dispose unnecessary things. Remove potentially unsafe/broken items from the area in order to utilize working space efficiently.



SET IN ORDER

This refers to the arrangement and finding permanent storage locations for every item and labeling of items in a manner that is easy to find and use. The outcome includes better work efficiency, lesser probability of mistakes, and a safer work environment.



SHINE

This refers to the removal of dirt, stain, filth, soot, and dust from the work area. This also includes cleaning and caring for equipment and facilities and also inspecting them for abnormalities. The goal is not only to have a workplace which is free of dirt and stains but also to prolong the equipment's lifespan and thus prevent unnecessary breakdowns or accidents.



STANDARDIZE

This refers to the systematizing of the above 3S practices. This means ensuring that whatever cleanliness and orderliness are achieved should be maintained. A work structure that will support the new practices and turn them into habits shall be developed. The outcome includes simplified activities, lesser mistakes, and consistency developed through the work practices.



SUSTAIN

This refers to the commitment to maintain orderliness and practice the above good housekeeping practices as a way of life. The outcome includes the promotion of the habit of compliance with workplace rules and procedures and a healthier work atmosphere due to a higher quality of teamwork.



SAFETY

This refers to the condition of being protected against physical, social, occupational, and psychological harm, or other types or consequences of failure, damage, error, accident, harm, or any other event that could be considered non-desirable. The ultimate goal of this is to have a better and safer working environment.



SPIRIT

This refers to the willingness to cooperate as part of a team. This results in better communication, higher confidence to do work, and better understanding and analysis of problems as well as a healthier working environment.