

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. **2022-07-425**
PR No. **2022-07-810**
Mode of Procurement: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification,
please fill out all the items accordingly.
Indicate "N/A" if not applicable. Thank you!

***Title of the Project:** Procurement of printing materials that will help on amplifying the advocacy campaigns of pantawid pamilyang pilipino program.

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.


Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or **email to quotation.fo3@dswd.gov.ph** not later than **3:00PM July 20, 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Deadline of Submission]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

JENNIFER CAMPANG - MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Thirty (30) Calendar Days for LOT A.
- Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.


RIO M. ODTUJAN
PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-07-425
Date:

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*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			LOT A.			
1	1,000	pieces	TRI-FOLD BRIEFER/PRIMER Pantawid Pamilyang Pilipino Program Primer Specifications: Size: A4 Page orientation: Landscape Stock/materials: 150 gsm Lamination: front and back glossy finish Color: full color, front and back			
2	800	pieces	CUSTOMIZED NOTEBOOK Pantawid Pamilyang Pilipino Program Notebook Size: 6" width x 8" height Stock/materials: matte finish, regular lined, 70-80 gsm Binding: Spiral spring Pages: 80 leaves Cover: Full color/ matte laminated both sides Pantawid Logo Front Cover: Width: 3 inches, Height: 1 inch Pantawid Logo per Page: Width: 2 inches, Height: 0.5 inches Back Cover: DSWD Logo and Insignia Logo Lower part Center Width: 3 Inches, Height: 0.5 inches Inside Pages: "Date" upper left corner, Font Size: 12, Lato Font Name, Font Style Regular			
3	1,000	pieces	FAN FLYER 4Ps Law Fan Flyer Size: 8" width x 10" height Stock/Materials: C2S 220 gsm Color: full color; back-to-back Lamination: plastic lamination (glossy)			
4	750	pieces	CUSTOMIZED DOCUMENT ENVELOPE Pantawid Pamilyang Pilipino Program Document Envelope Size: 10"height x 13"width (acceptable insert sizes 9"x 12". can fit unfolded a4 size paper) Center Pocket: 8 5/8" tall pocket, glued both sides Orientation: Landscape Closure flap length: 3" Material: C2S 180 gsm Color: Full Color (front and back) Lamination: Glossy Lamination			
			LOT B.			
1	1500	sq.ft	TARPAULIN > Full Color > Glossy Finish > With eyelets on corners > Thickness: 15 oz. > July to December 2022 TERMS AND CONDITIONS 1. Printing of tarpaulin services for CY 2022 to be used within Central			

Luzon for DSWD Events, ADs, and announcement.

2. The procurement of the above stated services shall be governed by RA 9184 and other pertinent government procurement policy board resolution.

3. Documentary requirements prior to the awarding of contract are as follows:

- a. Certificate of Registration
- b. DTVSEC Registration
- c. Valid and current mayors
- d. Copy of TIN/VAT/Business Tax Return
- e. Certificate of PHILGEPS Registration
- f. Proposal with attached company profile and list of served clients

4. The approved budget for contract is inclusive of applicable taxes

5. Winning bidder must be located within 50 kilometer from DSWD Regional Office III

6. Printing of tarpaulin is on-demand or as need arises basis

7. Tarpaulin should be delivered at least 3 days prior to the intended use of material

8. The winning bidder shall shoulder the delivery of tarpaulin

9. The winning bidder shall provide updated inventory of printed materials and remaining available prints

10. The procuring entity is reserved to the right in inspecting delivery materials

11. Payment shall be made on monthly basis to the winning bidder only upon the presentation of the following requirements:

- a. Purchase Order
- b. Statement of Account

12. Award will be based on the lowest bid per square foot

13. Expenses incurred in excess of the approved budget, if any, will be processed and paid separately

14. Until sq. ft is utilized

LOT A. 199,173.00

LOT B. 47,280.00

* NOTHING FOLLOWS *

Approved Budget for the Contract: PhP 246,453.00

PURPOSE: Procurement of printing materials that will help on amplifying the advocacy campaigns of pantawid pamilyang pilipino program.

PR No. 2022-07-810

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

JENMEER C. MORALES
Procurement Officer

Supplier