## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 931-6139

### REQUEST FOR QUOTATION

RFQ No.: 17-1837 KC-NCDDP Shopping December 15, 2017 Recanvas RFQ No. 17-1736 Company Name: Company Address: Contact Person: Contact No.: Company TIN: Philgeps No.: Sir/Madam: 1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A: To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities. 2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per: Item Basis **Total Quoted** Lot Basis 3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales service facilities in the Philippines. 4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in Paragraph 6 is on December 21, 2017 at 3:00pm 5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions

a. Prices: The prices should be quoted for the supply and Delivery of various item (Pls. refer to Annex A)

including the following:

- b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
  - i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
  - ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

- iv. Award of Purchase Order: The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. Validity of the Offer: Your quotation(s) should be valid for a period of forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.
  - Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days upon final inspection and acceptance of goods.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. Liquidated damages/penalty: In case of failure to make the full delivery within the time specified in the delivery terms, penalty of one-tenth (1/10) of one percent (1%) of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone

9316139 or 931-8101 to 07 local 122-124

Fax

951-71-16

E-mail Address

bacsec@dswd.gov.ph Quotations submitted to different fax number(s) or email

address(es) as stated above shall not be considered for evaluation.

7. Please confirm by fax-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,

MICHELLE C. OXINA
Procurement Officer
Tel No. 931-61-39 / Fax No. 951-71-16

Noted by:

17-1837

KARINA ANTONETTE A. AGUDO
OIC-Chief, Procurement Planning & Mgt. Division

Company Address:

Contact Person:

Company Name:

Contact No.:

# **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Date: RFQ No. December 15, 2017 17-1837 **KC-NCDDP Shopping** 

Lot Qty. U	Unit		Purchaser's Specifications	<b>Bidder's Specifications</b> (Please write the detailed specifications in the space provided)	Unit Cost Total Cost	Total Cost
		Project: HIRING OF SERV	Project: HIRING OF SERVICE PROVIDER FOR THE DEV'T & PRODUCTION OF COMMUNITY ORGANIZING AIDE			
		MATERIALS FOR POPULARIZATION OF CDD/CEAC	RIZATION OF CDD/CEAC			
		Qualifications:				
		1. at least five (5) years of	1. at least five (5) years of progressive experience in the conceptualization & production of coloring books & cards			
(-		games				
		<ol><li>Competency in produci</li></ol>	2. Competency in producing high-quality, similarity-styled information, education & communication (IEC)			
		materials	materials			
I		4 an evaluation rating not lower than 90	lower than 90			
1,500 p	pcs.	A. DSWD KALAHI-CIDSS COLORING BOOK	DLORING BOOK			
		SPECIFICATIONS FOR THE DEV'T & PRODUCTION:	DEV'T & PRODUCTION:			
		SIZE	A4, Folded			
		COVER:	C2s 220 (full cover printing,matte)			
		BINDING:	Perfect Binding			
		NO. OF PAGES	32, inclusive of cover			
		INSIDE PAGES	200 GSM book paper			
		OTHER WORKS:	Landscape printing; includes envelope & 8 pc. Crayon box per coloring book			
500 p	pcs.	B. DSWD KALAHI-CIDSS CARD GAME	1RD GAME			
		SPECIFICATIONS FOR THE DEV'T & PRODUCTION:	DEV'T & PRODUCTION:			
		SIZE	2.5X3.5 in/card x 144 cards maximum			
		COLOR	full color printing			
		OTHER WORKS:	Include instruction sheet & packaging per deck			
			page 1 of 3			

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. MICHELLE C. OXINA

Procurement Officer Tel No. 931-61-39 Fax No. 951-71-16 PR No.

2017103561

(Signature over printed name)

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE

Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

				Contact Person:
				Company Address
				Company Name:
	December 15, 2017	Date:		
<b>KC-NCDDP Shoppin</b>	17-1837	RFQ No.		

No. Qty.	Unit	A. DSWD KAL DELIVERABLE Orientation with DSWD	AHI-CI	Purchaser's Specifications  AHI-CIDSS COLORING BOOK: DELIVERABLES & SC  TIMELINE  5 days after issuance of Notice to	Purchaser's Specifications  A. DSWD KALAHI-CIDSS COLORING BOOK: DELIVERABLES & SCHEDULE OF PAYMENT  IVERABLE  TIMELINE  PAYMENT  Th DSWD  S days after issuance of Notice to	Purchaser's Specifications  AHI-CIDSS COLORING BOOK: DELIVERABLES & SCHEDULE OF PAYMENT  TIMELINE  Payment  Please write the detailed specifications in the space provided  PAYMENT  S days after issuance of Notice to
		Orientation with DSWD Kalahi-CIDSS Submission of proposed story &	5 c	5 days after issuance of Notice to Proceed 10 days after the orientation/meeting	ating	ating
		Submission of proposed story & illustration studies	10 d	10 days after the orientation/meeting	lays after the orientation/meeting 20%	
		Submission of revised story (up to three revisions)	3 days from t	3 days after submission of comments from the NPMO on the story draft	after submission of comments he NPMO on the story draft	after submission of comments he NPMO on the story draft
		Submision of final story of approval	3 days after from NPMO	3 days after submission of comments from NPMO	er submission of comments	er submission of comments
		Submission of six (6) language translations, illustration & cover design	10 days aftı	10 days after the approval of proof	er the approval of proof 20%	
		Submission of revised language translations, illustration & cover design (up to three revisions)	3 days afte from NPM illustration	3 days after submission of comments from NPMO on the translation & illustration	er submission of comments O on the translation &	er submission of comments O on the translation &
		Submission of final language transactions, illustration & cover design	5 days after s comments on	5 days after submission of NPMO's comments on the final revision	ubmission of NPMO's the final revision	ubmission of NPMO's the final revision
		Submission of final output	5 days after p	5 days after pilot testing of revised output	oilot testing of revised out-	
		Complete delivery of final output 5 days after final approval of output	5 days after t	final approval of output	final approval of output 40%	
				page 2 of 3	page 2 of 3	page 2 of 3

PR No. IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. MICHELLE C. OXINA
Procurement Officer
Tel No. 931-61-39
Fax No. 951-71-16 2017103561

(Signature over printed name) Supplier

Contact No.:

Company Name : Company Address :

Contact Person:

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Date: Decembe	RFQ No. 17-1
15, 2017	837 KC-NCDDP

Unit  B. DSWD KALAHI-CIDSS CARD GAME : DELIVERABLE  DELIVERABLE  Orientation with DSWD  Kalahi-CIDSS  Submission of proposed design (up Submission of revised design (up to the three revisions)  Submission of final card design for Submission of final card design for Submission of revised language translations (up to three revisions)  Submission of final transactions submission of final transactions Submission of final transactions Submission of final output Submission of final output  Complete delivery of final output  Delivery: DSWD-CO Procurement Service			rization of CDD/CEAC.	anizing aide materials for popula	page 3 of 3  For Hiring of a service provider to enable the dev't & production of community organizing aide materials for popularization of CDD/CEAC.	For Hiring of a service provider to en		PURPOSE:
Unit   Purchasor's Specifications   Purchasor's Specifications   Purchasor's Specifications   Postup KALANFICIDSS CARD GAME : DELIVERABLE & SCHEDULE OF PAYMENT   POSTUPENT   POSTUPENT								
Unit         Purchaser's Specifications         Purchaser's Specifications         Pladder's Specifications         Proceed         Unit Cost           DEMD KALAHI-CIDSS CARD GAME : DELIVERABLE as SCHEDULE OF PAYMENT         PAYMENT         PAYMENT         Unit Cost           Orientation with DSWD         5 days after issuance of Notice to Kalahi-CIDSS					Service	Delivery: DSWD-CO Procurement S		
Unit         Purchaser's Specifications         Bidder's Specifications         Bidder's Specifications (Please write the detailed specifications in the space provided)         Unit Cost           B. DSWD KALAHI-CIDSS CARD GAME - DELIVERABLE & SCHEDULE OF PAYMENT         Proceed         (Please write the detailed specifications in the space provided)         Unit Cost           Corientation with DSWD Kalahi-CIDSS         5 days after issuance of Notice to Kalahi-CIDSS         Proceed         Proceed         Proceed         Submission of proposed design (by 5 days after submission of comments to the three revisions)         10 days after submission of comments from the NPMO on the initial design from the NPMO on the initial design from the NPMO on the initial design for Submission of frevised language translations (up to three revisions)         10 days after submission of comments of the design from NPMO on the translation Submission of frevised language approval         10 days after submission of comments from NPMO on the translation Sdays after submission of NPMO's approval         20%         20%           Submission of final card design for approval         5 days after submission of NPMO's approval of the design for not the translation submission of the design for not the translation submission of the design for not the translation submission of NPMO's approval of the design for not the final revision submission of NPMO's approval of the design for not the final revision submission of NPMO's approval of the design for not the final revision submission of NPMO's approval of NPMO's approval of NPMO's approval of NPMO's approval submission of NPMO's approval of NPMO's approva				40%	5 days after final approval of output	Complete delivery of final output		
Unit         Purchaser's Specifications         Purchaser's Specifications         Purchaser's Specifications         Bidder's Specifications         Make of Notice to PAYWENT         Cost           Orientation with DSWD         5 days after issuance of Notice to Kalahi-CIDSS         Proceed         Procee				20%	5 days after pilot testing of revised output			
Unit         Purchaser's Specifications         Bidder's Specifications         Unit Cost           B. DSWD KALAHI-CIDSS CARD GAME : DELIVERABLE & SCHEDULE OF PAYMENT         (Please write the detailed specifications in the space provided)         Unit Cost           Corientation with DSWD         5 days after issuance of Notice to Kalahi-CIDSS         Proceed         PAYMENT           Submission of proposed design         10 days after the orientation/meeting         20%         20%           Submission of revised design (up 5 days after submission of comments to the three revisions)         5 days after submission of comments of approval         5 days after submission of comments of the final revision				,	5 days after submission of NPMO's comments on the final revision	ion of final transactions on card design for		
Unit         Purchaser's Specifications         Bidder's Specifications         Unit Cost           B. DSWD KALAH-CIDSS CARD GAME: DELIVERABLE & SCHEDULE OF PAYMENT         PAYMENT         Please write the detailed specifications in the space provided)         Unit Cost           Corientation with DSWD         5 days after issuance of Notice to Kalahi-CIDSS         Proceed         PAYMENT         PAYMENT         PAYMENT         In Cost         PAYMENT         PAYMENT         PAYMENT         In Cost         PAYMENT				,	3 days after submission of comments from NPMO on the translation			
Unit   B. DSWD KALAHI-CIDSS CARD GAWE : DELIVERABLE & SCHEDULE OF PAYMENT   PAYMENT				20%	10 days after approval of the design			
Unit     Busking KALAHI-Cides CARD GAINE : DELIVERABLE & SCHEDULE OF PAYMENT     Purchaser's Specifications     Unit Cost       B. DSWD KALAHI-Cides CARD GAINE : DELIVERABLE & SCHEDULE OF PAYMENT     PAYMENT     (Please write the detailed specifications in the space provided)     Unit Cost       Orientation with DSWD     5 days after issuance of Notice to Kalahi-CIDSS     PAYMENT     PAYMENT     Submission of proposed design (up to the provided)     Unit Cost       Submission of revised design (up to the three revisions)     5 days after submission of comments from the NPMO on the initial design     20%					5 days after submission of comments of the final revision	Submision of final card design for approval		
Unit     Purchaser's Specifications     Bidder's Specifications     Unit Cost       B. DSWD KALAHI-CIDSS CARD GAME : DELIVERABLE & SCHEDULE OF PAYMENT     (Please write the detailed specifications in the space provided)     Unit Cost       DELIVERABLE     TIMELINE     PAYMENT     PAYMENT     PAYMENT     PAYMENT     PAYMENT     PAYMENT       Submissin of proposed design     10 days after the orientation/meeting     20%					5 days after submission of comments from the NPMO on the initial design			
Unit   Purchaser's Specifications   Purchaser's Specifications   Purchaser's Specifications   Unit Cost				20%	10 days after the orientation/meeting			
Unit Purchaser's Specifications (Please write the detailed specifications in the space provided)  B. DSWD KALAHI-CIDSS CARD GAME : DELIVERABLE & SCHEDULE OF PAYMENT PAYMENT PAYMENT					5 days after issuance of Notice to Proceed			
Unit Purchaser's Specifications  Purchaser's Specifications  Purchaser's Specifications  Purchaser's Specifications  (Please write the detailed specifications in the space provided)  B. DSWD KALAHI-CIDSS CARD GAME: DELIVERABLE & SCHEDULE OF PAYMENT				PAYMENT	TIMELINE	DELIVERABLE		
Unit Purchaser's Specifications (Please write the detailed specifications in the space provided) Unit Cost				3	ME : DELIVERABLE & SCHEDULE OF PAYME	B. DSWD KALAHI-CIDSS CARD GAI		
	Total Cost	Unit Cost	Bidder's Specifications (Please write the detailed specifications in the space provided)	F	Purchaser's Specifications	nit	Qty. Ur	Lot C

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