

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

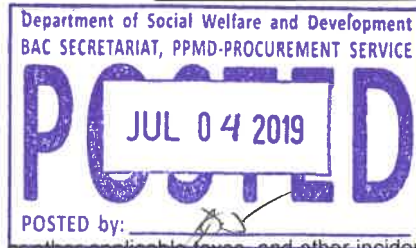
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **19-1091 NP-SV**

Date: June 27, 2019

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Philgeps Reg. No.: _____
Company TIN: _____



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.

As a condition for payment, you will be required to submit your **Mayor's/Business Permit**, within 24 hours from receipt of notice. The **Certificate of Platinum Membership may be submitted in lieu of** the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (Annex B), together with the signed copy of the Purchase Order (PO) within three (3) days from the date the PO was served thru fax/email.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or **email to quotations@dswd.gov.ph** not later than **4:00 PM of 08 July 2019**.

Quotations submitted to different fax number(s) or email address(es) as stated above, shall not be considered for evaluation.

Very truly yours,

KARINA ANTONETTE A. AGUDO

Chief, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than Sixty (60) working days
- Good/s shall be delivered within please see Annex A
- Place of Delivery: DSWD-Central Office Warehouse, Batasan Complex, Constitution Hills, Quezon
- Terms of Payment: 15-30 working days upon completion of supporting documents.
Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)**.
Account Name : _____ Account Number : _____
BankName : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- REMINDER:** Billing Statement must be submitted to DSWD-Procurement Service five (5) working days after the conduct of activity.
- 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."

ESTER R. ESAMINO
Procurement Officer

(Signature over Printed Name)
Supplier

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	300	cps	Hiring of Service Provider for the Printing of the SWD Journal for CY 2019	150,000.00			
			<i>Specifications of the Journal:</i>				
			Size : A4 (210mm x 297mm)				
			Paper Stock for Cover: C2S #220 with UV lamination				
			Inside Pages : Matte 100 lbs.				
			Binding : Perfect Binding				
			Color : Full Color (cover and inside pages)				
			Number of Pages : 90 inclusive of cover; One-side printing for front and back cover				
			Process : Offset				
			Others : Individually wrapped with Clear Plastic Cover				
			<i>Qualifications of the Service Provider:</i>				
			1. Must have its business office and printing facilities located in Metro Manila;				
			2. Must have had at least one previous satisfactory engagement with the Department or other government agencies, within the last 3 years; (Submit copy of contract/s or Purchase Order/s);				
			3. Must have been in business for at least five (5) years; (Submit Company Profile)				
			4. Must be able to provide at least five (5) related samples of work e.g. journals, other IEC materials for reference of end-user.				
			<i>Responsibilities of the Service Provider:</i>				
			1. Attend meetings called for the purpose (maximum of three meetings as needed);				
			2. Prepare the cover design and layout of articles, photos, tables and text of the SWD journal in consultation with the focal persons from PDPB;				
			3. Submit at least three (3) samples of the proposed cover designs;				
			4. Quality-checking of the layout of articles (including statistical tables and images) to ensure consistency in style and format all throughout the Journal;				
			Page 1 of 3				

PR No. 2019061623 - PDPB-RED To promote researches initiated by DSWD and other stakeholders along social protection and social welfare development.

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 copy was served thru fax. 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.


 ESTER R. EGAMINO
 Procurement Officer

Tel: 931-8101 to 07 loc. 122/124 or 931-6139

 (Signature over printed name)
 Supplier

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost	
			5. Support and Oversee the production of publications to ensure quality control, including the review of layout and coordinating communication between the DSWD-PDPB and the Printer, proofreading the typeset; and reviewing the sample proofs before final publication.					
			6. Print and deliver to DSWD 300 copies of the SWD Journal, wrapped individually in clear					
			7. Provide the Department with the electronic copy of the SWD Journal.					
			8. Identify a representative who shall coordinate with the PDPB staff and shall be responsible in ensuring that the deliverables are produced on time.					
			Delivery Terms:					
			Description	Quantity	Timeline of PDPB Approval	Delivery Schedule		
			1. Submission of draft layout	one (1) print out	Within five (5) working days after hiring of Service Provider	Within five (5) working days upon receipt of the material (e-copy form) and Purchase Order		
			2. Submission of 1st Proof of the Journal	one (1) print out	Within three (3) working days after receipt of draft layout	Within two (2) working days upon approval of layout		
			3. Submission of the 2nd Proof of the Journal	one (1) print out	Within three (3) working days after receipt of 1st Proof	Within three (3) working days upon receipt of corrections on 1st proof		
			4. Submission of final digital proof & one (1) print out of the	one (1) digital proof & one (1) print out	Within three (3) working days after receipt of 2nd proof	Within three (3) working days upon receipt of approved 2nd proof		
			5. Full delivery of 300 copies of SWD	total of 300 copies of the SWD Journal	Within three (3) working days after approving final proof	Within five (5) working days upon receipt of approved digital proof		
			* All drafts/proofs should be thoroughly reviewed/ proofread by the Service Provider before submitting to DSWD. The printing press shall also provide the DSWD electronic copies of each draft/ proof of the SWD Journal, including the final proof.					
			Reporting Requirement:					
			The Service Provider shall report to the Director or focal staff of the Policy Development Bureau as deemed necessary.					
			Payment Terms:					
			The Service Provider shall be paid in accordance of the following tranches, inclusive of tax. This shall cover all production expenses for printing and all production-related expenses:					
			1st tranche :	50%	Upon submission of the Final Digital Proof			
			2nd tranche :	50%	Upon full delivery of 300 copies of the CY 2019 SWD Journal			

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