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**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Batasan Pambansa Complex, Constitution Hills, Quezon City  
 Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116

**REQUEST FOR QUOTATION OF GOODS**

Date of Request: June 20, 2019

RFQ No. **19-1124** **KC-NCDDP**  
**Shopping**

Company name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_



Company TIN : \_\_\_\_\_

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 July 2, 2019 at 5:00PM.**
5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

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

- 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.
  - **Delivery Terms: See Annex A**
  - **Terms of Payment: See Annex A**
- 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 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 : quotations@dswd.gov.ph **Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**  
Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

7. Please confirm by fax or e-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. 951-7116 / Fax No. 931-61-39

Noted by:

  
**KARINA ANTONETTE A. AGUDO**  
Chief Administrative Officer,  
Procurement Planning & Mgt. Division

19-1124

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **19-1124** **KC-NCDDP**

Date: June 21, 2019 Shopping


Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
1	1	lot	<p><b>Engagement of Service Provider for the Development of Municipal Talakayan for LGU's</b></p> <p><b>I. Scope of Work</b></p> <p>Under the direction of the National Program Manager and the National Monitoring and Evaluation Specialist, the service provider shall undertake the following tasks:</p> <ol style="list-style-type: none"> <li>1. Based on the submitted output of PMED Evaluation team, the service provider shall edit the content – ensuring readability for non-technical readers and smooth flow of writing;</li> <li>2. Design the cover of the Toolkit;</li> <li>3. Layout the texts and photos;</li> <li>4. Ensure the appropriate pagination with the necessary page breaks and other pre-printing essentials;</li> <li>5. Proofread the talakayan toolkit;</li> <li>6. Embed into the USB flash drives the design provided by the end user;</li> <li>7. Upon approval, undertake printing of 200 copies of the document – ensuring adherence to agreed specifications and quality;</li> <li>8. Produce 200 pieces of USB flash drives with digital copies of the toolkit; and</li> <li>9. Deliver and secure the acceptance of the National Program Manager of the 200 quality copies of the toolkit with USB flash drive.</li> </ol> <p>The service provider engaged for this initiative shall ensure that the (i) printed copies and (ii) USB flash drives with digital copies of the talakayan toolkit, are compliant with the following technical specifications:</p>			

PURPOSE : **Engagement of Service Provider for the Development of Municipal Talakayan for LGU's**

PR NO : **2019051589**

**IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) within three (3) days from the date receipt. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension or blacklisting in DSWDs future biddings.**

  
**MICHELLE C. OXINA**  
 Procurement Officer  
 Fax No. 9517116

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

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Annex A

RFQ No. **19-1124** **KC-NCDDP**  
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Company Name : \_\_\_\_\_  
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 Contact No. : \_\_\_\_\_  
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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
			<b>1. Municipal Talakayan Toolkit for LGUs</b> Spread Size: 23.38 in x 16.54 in; Folded Size: A4 or 8.27 in x 11.69 in <b>Size:</b> 8 sheets (inside page) measuring 23.38 in x 16.54 in but folded in half and with perforation <b>Color:</b> Full color printing (Cover and inside pages) <b>Cover:</b> Glossy Board Full color (outside front cover and outside back cover); Spot Lamination 220lbs <b>Inside Pages:</b> Full color, Glossy, back-to-back printing, C2s matte 170 <b>Paper</b> Cover: C2S 200gsm, outside and inside cover printing Inside pages: 90 gsm matte uncoated paper <b>Qty.</b> 200 <b>Estimated Pages</b> 90 (excluding cover) <b>Binding</b> Perfect Binding			
			<b>Delivery Date</b> Twenty (20) working days after approval of final proof 1. Cover design and layout of text and photos 2. Front and back cover with spot lamination 3. Cover with 2 in x 11.69 in tuck-in flap (front cover tuck-in flap to slip into slit on the back cover) so the USB card inside won't fall out. 4. Inside back cover with clear pocket that would fit a 3 in x 5 in x 0.25 in flip card-type flash drive. 5. 8 sheets with perforation 0.75 in from the spine/edge			

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1			<b>2.USB Flash Drives with Digital Copy of the Talakayan Toolkit</b>			
			<b>Item/Job name</b> Flip card-type USB/flash drive			
			<b>Quantity</b> 200			
			<b>Flip card type</b> (as shown below) or USB flash drive with surface bigger than 3 in x 5 in that can be printed on 			
			<b>Details</b>			
			<b>Capacity</b> 8GB			
			<b>Other works</b> With coated full-color printed design (to be provided by end-user)			
			<b>Delivery Date</b> Twenty (20) working days after approval of final proof			
			II. Expected Outputs and Deliverables			
			a. Toolkit in printed copies. Printed copies will include all the necessary information about the toolkit's design including but not limited to (i) purpose, (ii) expected outputs; (iii) sample data gathering forms; (iv) reporting templates; and (v) prescribed design of pre-, during and post- activities, among others.			
			b. USB Flash drive with digital copies. USB flash drives will contain the digital copies of the following: (i) editable copies of spreadsheets and software/programs essential for data encoding and generation, (ii) presentation templates, (iii) information, education and communications materials (IEC), (iv) softcopies of the LGU talakayan toolkit, and (v) other documents necessary in the implementation of talakayan.			

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1			<p>V. Qualifications and Standards                      The Service Provider should have:                      1. A registered business, with SEC or DTI Registration and Permit to Operate;                      2. At least five (5) years of progressive experience in producing IEC materials;                      3. At least three (3) of experience in layouting, editing and proofreading                      4. Worked with at least three (3) National Government Agencies; and                      5. With knowledge or background in social development</p> <p>VI. Evaluation Criteria</p>	<p><b>Description</b></p> <p>Has business registration documents e.g. SEC or DTI registration and Permit to Operate                      With SEC or DTI registration and business permit – 20%                      Has at least five (5) years of progressive experience in producing IEC materials                      More than 5 years of experience – 25%                      5 years of experience – 20%                      Has at least three (3) or experience in layouting, editing and proofreading                      More than 3 years of experience – 25%                      3 years of experience – 20%                      Has worked with at least (3) National Government Agencies                      Worked with more than 5 NGAs – 20%                      Worked with 5 NGAs – 19%</p>	% 20% 25% 25% 20%	

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1			<p><b>Purchaser's Specifications</b></p> <p><b>VII. Reporting and Working Arrangements</b>                      Kalahi-CIDSS-NCDDP NPMO will oversee the engagement of the Service Provider. The service provider will report directly to the National Project Manager of KC-NCDDP NPMO and will work closely with NPMO Planning, Monitoring and Evaluation Division (PMED), particularly with the program evaluation group.                      KC-NCDDP NPMO will facilitate administratively the conduct of meetings and other similar activities which is beyond the scope of the consultant;                      All outputs produced by the service provider under this engagement shall be considered as property of the DSWD. The department shall likewise have the exclusive rights to the output, which include but not limited to, production and publishing the materials using the same design and specifications even after the end of the contract with the service provider.                      The service provider may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.                      All documents submitted with amendments, further inputs/recommendations from KC-NCDDP-NPMO based on group reviews and desk reviews shall be further finalized and re-submitted to the project management team.</p> <p><b>VIII. Delivery and Payment Schedule</b>                      DSWD KC-NCDDP NPMO shall pay the Service Provider. This amount has been established based on the understanding that this includes compensation of the professional fee, production and other operational expenses incurred by the Service Provider for this engagement.</p> <p>The Service Provider shall deliver all the required output within the time frame specified in the table below. DSWD will normally require five (5) working days to review each deliverable. Processing of payments will only commence upon acceptance of deliverables.</p> <p>xx</p>	<p><b>Bidder's Specifications</b></p> <p>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</p> <table border="1"> <thead> <tr> <th>Milestone (Deliverable)</th> <th>Submission Schedule</th> <th>Tranche</th> </tr> </thead> <tbody> <tr> <td>1 Final Formatted Talakayan Toolkit for Reproduction</td> <td>Week 6</td> <td>1<sup>st</sup> Tranche</td> </tr> <tr> <td>2 Printed copies and USB flash drives with digital copy of the talakayan toolkit</td> <td>Week 11</td> <td>2<sup>nd</sup> Tranche</td> </tr> </tbody> </table>	Milestone (Deliverable)	Submission Schedule	Tranche	1 Final Formatted Talakayan Toolkit for Reproduction	Week 6	1 <sup>st</sup> Tranche	2 Printed copies and USB flash drives with digital copy of the talakayan toolkit	Week 11	2 <sup>nd</sup> Tranche		
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