

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City  
Tel. Nos. 931 8101 Local: 122, 123 and 124; Tel. Fax: 951-7116

REQUEST FOR QUOTATION OF GOODS

Date of Request: May 22, 2019

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 May 31, 2019 at 05:00 P.M.**

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.

**RFQ No. 19-0897**  
**KC-NCDDP Shopping**

- 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: Please refer to Annex A.**
  - **Terms of Payment: Please refer to 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  
Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

**Important : 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 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 and Management Division

## RFQ No. 19-0897 KC-NCDDP Shopping

Date: May 22, 2019

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Contact No. \_\_\_\_\_

Company TIN No. \_\_\_\_\_

LOT No.	QTY.	UNIT	DSWD's SPECIFICATIONS	BIDDER's SPECIFICATIONS (Please write the detailed specification in the space provided)	UNIT COST	TOTAL COST
	1	Lot	<b>Hiring of Service Provider for the Design and Printing of the Compendium of Grievance Redress System (GRS) Cases</b> <b>A. Qualifications of the Service Provider:</b> <ol style="list-style-type: none"> <li>1. Must be a registered business. With Securities and Exchange Commission (SEC) Certificate of Registration/Business or Mayor's Permit; <b>(attach certificate of permit in your quotation)</b></li> <li>2. With at least five (5) years minimum progressive experience in producing IEC materials;</li> <li>3. With experience in lay-outing;</li> <li>4. With experience working with the government; and</li> <li>5. With knowledge or background in social development</li> </ol>			


**MICHELLE C. OXINA**

Procurement Officer

Telephone No. 931 8101 local nos. 122, 123 and 124

Facsimile No. 957 7116

(Signature over Printed Name of the Authorized Representative of the Supplier)

PR No. 2019 031028

Particulars : Hiring of Service Provider for the Design and Printing of the Compendium of Grievance Redress System Stories

**RFQ No. 19-0897 KC-NCDDP Shopping**

Date: May 22, 2019

<p>Service providers must submit a comprehensive company profile indicating its ongoing and completed contracts and must also provide at least three (3) samples of work related to this project.</p>											
<p><b>B. Scope of Work (Responsibilities and Tasks)</b></p> <p>Under the direction of the National Program Manager and the National Monitoring and Evaluation Specialist, the Service Provider who will be designing and producing the compendium of stories shall undertake the following tasks:</p> <ol style="list-style-type: none"> <li>1. Design and cover of compendium</li> <li>2. Layout the texts and photos of compendium</li> <li>3. Ensure the appropriate pagination with the necessary page breaks and other pre-printing essentials</li> <li>4. Proofread the compendium</li> <li>5. Upon approval, undertake printing of 625 copies of the document, ensuring adherence to the agreed specifications and quality</li> <li>6. Deliver and secure the acceptance by the National Program Manager of the 625 copies of the compendium</li> </ol>											
<p><b>C. Technical Specifications:</b></p> <table border="1"> <tr> <td>Size</td> <td>8.5 inches x 8.5 inches</td> </tr> <tr> <td>Cover</td> <td>Full color (outside front cover and outside back cover); Matte Lamination</td> </tr> <tr> <td>Inside Pages</td> <td>Full color, back-to-back printing</td> </tr> <tr> <td>Material</td> <td>Paper (cover): C2S 140# Paper (inside pages); C2S 80#</td> </tr> <tr> <td>Quantity</td> <td>625 copies</td> </tr> </table>		Size	8.5 inches x 8.5 inches	Cover	Full color (outside front cover and outside back cover); Matte Lamination	Inside Pages	Full color, back-to-back printing	Material	Paper (cover): C2S 140# Paper (inside pages); C2S 80#	Quantity	625 copies
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<b>Estimated number of pages</b>	75 (excluding cover)	
<b>Other works</b>	Perfect binding; Cover design and layout of text and photos	
<b>D. Delivery Site:</b> KALAHI CIDSS-NCDDP NPMO Building, DSWD Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City		
<b>E. Timelines, Deliverables and Payment Tranches</b>		
<b>Deliverables</b>	<b>Timelines</b>	<b>Payment</b>
Attend initial meeting with KC NCDDP representative on the design of the compendium	3 working days upon the receipt of Purchase Order (PO)	
Propose three (3) cover design	3 working days after the initial meeting	
Presentation of the final cover design	3 working days after receiving comments on the chosen design	
Initial editing and layouting of grievance cases	5 working days after receiving GRS stories	<b>1<sup>st</sup> tranche – 50% of the contract cost</b>
Presentation of 1 <sup>st</sup> proof of the compendium	3 working days upon receiving feedback from KC-NCDDP	
Presentation of final proof of the compendium	3 working days upon receiving	



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Date: May 22, 2019

	feedback on the first proof		
Production of 625 copies of the compendium; delivery of the compendium	5 working days upon approval of final mock up	2 <sup>nd</sup> tranche – 50% of the contract cost	
<b>F. Evaluation Criteria:</b>			
<b>Description</b>		<b>Percentage</b>	
Has at least 5 years of progressive experience in the production of IEC materials		30%	
<i>Above 5 years – 30%</i> <i>5 years – 25%</i>			
Has significant experience and capacity in editing, design and layout; producing high quality, similarly styled IEC Materials		20%	
Number of engagement for the past 2 years > <i>Above 5 engagements – 20%</i> > <i>5 engagements – 15%</i> > <i>Below 5 engagements – 10%</i>			
Works and must show good design and layout, balance		30%	



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of text and images and physical quality of publication	10%			
Works must show good editing skills, readability and smoot flow of writing (style)				
Experience working with the government (can be observed from the portfolio of the Service Provider)	5%			
Experience, knowledge or background in social development (can be observed from the portfolio of the Service Provider)	5%	The passing score is 80%.		

**IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (PO) at the DSWD-Central Office, Contract Monitoring Division-Procurement Management Service, within three (3) days from the date the PO was served thru fax/e-mail. Failure to show up and sign the original PO means that the bidder is not interested and will be ground fro suspension/blacklisting in DSWD's future biddings.**

  
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