

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Batasan Pambansa Complex, Constitution Hills,  
Quezon City

REQUEST FOR QUOTATION

RFQ No. 13 0111 **MCC**  
Date: February 8, 2013

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

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 in Annex A please attach in your quotation a duly notarized certification to this effect.


Please accomplish and submit this form together with Annex A to DSWD - Procurement Service at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **951-7116/ 931-6139 on or before February 10, 2013 at 0:00pm.**

Very truly yours,

  
**MARY ANGELENE DP. ARABIT**  
Chief, Procurement Planning & Mgt. Division

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall not be less than Thirty (30) days days.
- Good/s shall be delivered within (Please see Annex A)
- Place of Delivery: DSWD Central Office, Ground Floor, Warehouse, Batasan Complex, Quezon City
- Terms of Payment: (Please see Annex A)
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: \_\_\_\_\_

  
**ANNABEL C. ODOÑO**  
Procurement Officer  
Tel No. 931-81-61/Fax No. 931-6139

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	<p><b>Hiring of Service Provider for the Design and Printing of the Compendium of Gender Stories</b></p> <p><i>Qualifications and Standards</i></p> <p>The Service Provider should have the following characteristics:</p> <ol style="list-style-type: none"> <li>1. Must be a registered business</li> <li>2. At least five years of progressive experience in producing IEC materials</li> <li>3. Must have experience in layouting</li> <li>4. Having experience working with the government</li> <li>5. Having knowledge or background in social development</li> <li>6. "Very Good" rating in the evaluation guide</li> </ol> <p><i>Scope of Work/Responsibilities and Tasks</i></p> <p>Under the direction of the National Social Marketing Officer and the National Project Manager, the service provider who will be designing and producing the compendium of gender stories shall undertake the following tasks:</p> <ol style="list-style-type: none"> <li>1. Produce three studies of the compendium of gender stories</li> <li>2. Undertake revisions of the design as required by KALAHI-CIDSS</li> <li>3. Lay out the text and photos of the compendium</li> <li>4. Ensure the appropriate pagination with the necessary page breaks and pre-printing essentials</li> <li>5. Submit first proof of the compendium of the gender stories for the comments of the National Project Manager</li> <li>6. Undertake revisions of the proof as required by the National Project Manager until his approval</li> <li>7. Submit final proof to the NPM and secure his approval and acceptance expressed in writing of said proof prior to print run</li> <li>8. Upon approval, undertake printing of 500 copies of said document, ensuring adherence to agreed specifications and quality</li> </ol> <p style="text-align: center;">*****page 1 of 3*****</p>			

PURPOSE: Hiring of Service Provider for the Design and Printing of the Compendium of Gender Stories

RIS No. 13010255

**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.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.

  
 ANNABEL C. ODOÑO  
 Procurement Officer  
 Tel No 931-8161  
 Fax No. 931-6139

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

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			9. Deliver and secure the acceptance by the NPM of the 500 quality copies of the compendium of gender stories			
			10. Complete the production of compendium of gender stories w/n 20 working days			
			11. Ensure high standards of quality in the production of the compendium of gender stories			
			<i>The service provider is expected to provide the following:</i>			
			1. Three different studies of the compendium of gender stories			
			2. First proof of the compendium of the gender stories			
			3. Final proof of the compendium of the gender stories			
			4. 500 printed copies of the compendium of the gender stories following the identified technical specifications			
			<i>Technical Specifications:</i>			
			Job Name: Compendium of Gender Stories			
			Size: 5 in x 8 in			
			Cover: Full Color (Outside Front Cover and Outside Back Cover)			
			Inside Pages: Black and White, Back to Back Printing			
			Material: Paper (Cover): EG 190 Coated Board C2S 140#			
			Material: Paper (Inside pages): GE 115 Coated Paper C2S 80#			
			Quantity: 500			
			Estimated No. of Pages: 60 pages (excluding cover)			
			Binding: Perfect binding			
			Other Works: Cover design, Layout of text and photos			
			<i>Reporting Requirements:</i>			
			The service provider shall report directly to the KALAH-CIDSS NPM in coordination with the National Social Marketing Officer and the Gender Specialist			
			*****page 2 of 3*****			

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Lot No.	Qty.	Unit	Purchaser's Specifications			Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			<i>Timeline, Deliverable and Payment</i>					
			Deliverables	Timeline	Payment			
			1. Attend initial meetings with KALAHI-CIDSS representatives on the design of the compendium of the gender stories	3 working days upon receipt of PO				
			2. Come up with three design studies	3 working days after initial meeting with KC				
			3. Come up with the final design following comments from KALAHI-CIDSS representatives	3 working days upon receiving comments on chosen design study				
			4. Production of first proof of compendium of gender stories	3 working days upon receiving feedback from KC	50% of the contract price			
			5. Production of final proof of compendium of gender stories	3 working days upon receiving feedback on first proof of compendium of gender stories				
			6. Production of 500 copies of the compendium of gender stories	5 working days upon approval of final mock-up	50% of the contract price			
			Delivery of the compendium of the gender stories to KALAHI-CIDSS					
			<i>Delivery Site:</i>					
			DSWD Central Office					
			GF, Warehouse, Batasan Complex,					
			Constitution Hills Quezon City					
			<b>Note:</b> Interested suppliers must provide at least three samples of work related to this project. They must also submit a list of previous and current projects handled.					
			*****page 3 of 3*****					

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