

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

REQUEST FOR QUOTATION

RFQ No. 140563 MCC  
Date: August 1, 2014

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 -PPMD at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number 931-6139 on or before **August 08, 2014 not later than 11:00 a.m.**

Very truly yours,

  
**ESTER R. MAGAMINO**  
OIC, 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.
- Good/s shall be delivered on (Please refer to Annex A)
- Place of Delivery: (Please refer to Annex A)
- Terms of Payment: Fifteen (15) to Thirty (30) calendar days upon completion of supporting documents
- Liquidated Damages/Penalty: One tenth (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: \_\_\_\_\_

  
**DANDY J. PEDRITA**  
Procurement Officer

Tel No. 951-7116 / Fax No. 931-6139

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. 140563 MCC  
 Date: August 1, 2014


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			<p><b><u>Hiring for the Service Provider for the Lay-out, Desing and Printing of the Compendium of Gender Stories</u></b></p> <p><b>I. Qualificaion Standard</b>                      The service provider should have the following characteristics:                      1. Must be a registerd business;                      2. At least five years of progressive experience in producing IEC materials;                      3. Must have experience in layouting;                      4. Must have experience working with the government;                      5. Must have knowledge or background in social development;                      6. Very Good Rating in the evaluation guide.</p> <p>Interested service provider must provide at least three samples of work related to this project. They must also submit a list of previous and current project handled.</p> <p><b>II. Scope of Work / Responsibilities and Tasks</b>                      Under the direction of the Gender Specialist, National Social Marketing Officer and the National Project Manager, the service provider who will be designing and producing the compendium of stories shall undertake the following tasks;                      1. Produce three studies of the compendium of gender stories;                      2. Undertake revisions of the design as required by Kalahi-CIDSS;                      3. Lay-out the text and photos of the compendium;                      4. Ensure the appropriate pagination with he necessary page breaks and other pre-printing essentials;                      5. Submit first proof of the compendium of gender stories for comments of the National Project Manager;                      6. Undertake revisions of the proof as required by the National Project Manager until his approval;                      7. Submit final proof to the National Project Manager and secure his approval and acceptance expressed in writing of said proof prior to print run;                      8. Upon approval, undertake printing of 500 copies of said documents, ensuring adherence to agreed specification and quality;                      9. Deliver and secure the acceptance by the National Project Manger of the 500 quality copies of the compendium of gender stories;                      10. Complete the production of the compendium of gender stories within Twenty (20) working days; and                      11. Ensure high standards of quality in the production of the compendium of gender stories.</p>			
Page 1 of 3						

PURPOSE : for the Design and Printing of the Compendium of Gender Stories

RIS No. 14072085

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.

  
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 Procurement Officer  
 Tel No. 951-7116  
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\_\_\_\_\_  
 (Signature over printed name)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. 140563 MCC  
 Date: August 1, 2014

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
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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												
			The Service Provider is expected to provide the following; 1. Three different studies of the compendium of gender stories; 2. First proof of the compendium of gender stories; 3. Final proof of the compendium of gender stories; 4. 500 printed copies of the compendium of gender stories following the identified technical specifications.															
			<b>III. Technical Specifications:</b> 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 Materials : Paper (cover) : EG 190 Coated Board C2S 140# Paper (inside pages) : GE 115 Coated Paper C2S 80# Quantity : 500 Unit Price : Php 300.00 Total Price : Php 150,000.00 Estimated No. of Pages : 60 pages (excluding cover) Binding : Perfect Binding Other Works : Cover desing Lay-out of text and photos Delivery Date : Based on agreed date of delivery															
			<b>IV. Timeline, Deliverables and Payment</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Deliverables</th> <th style="width: 33%;">Timeline</th> <th style="width: 33%;">Payment</th> </tr> </thead> <tbody> <tr> <td>1. Attend initial meetings with Kalahi CIDSS representative on the design of the executive notebook</td> <td>3 working days upon receipt of Notice to Proceed</td> <td></td> </tr> <tr> <td>2. Come up with three design studies</td> <td>3 working days after initial meeting with Kalahi CIDSS</td> <td></td> </tr> <tr> <td>3. Come up with final design following comments from Kalahi CIDSS representative</td> <td>3 working days upon receiving comments on chosen design study</td> <td></td> </tr> </tbody> </table>	Deliverables	Timeline	Payment	1. Attend initial meetings with Kalahi CIDSS representative on the design of the executive notebook	3 working days upon receipt of Notice to Proceed		2. Come up with three design studies	3 working days after initial meeting with Kalahi CIDSS		3. Come up with final design following comments from Kalahi CIDSS representative	3 working days upon receiving comments on chosen design study				
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PURPOSE : for the Design and Printing of the Compendium of Gender Stories

RIS No. 14072085

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 DANDY J. PEDRITA  
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 Tel No. 951-7116  
 Fax No. 931-6139

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

RFQ No. **140563** MCC  
 Date: August 1, 2014

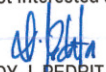
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			<p><b>V. Delivery Site</b>                      DSWD Central Office                      Ground Floor, Warehouse, Batasan Complex, Constitution Hills, Quezon City</p> <p><b>VI. Reporting Requirements</b>                      The service provider shall report directly to the Kalahi CIDSS National Project Manager in coordination with National Social Marketing Officer and the Gender Specialist.</p> <p style="text-align: center;">****Nothing Follows****</p>																		
			Page 3 of 3																		

PURPOSE : for the Design and Printing of the Compendium of Gender Stories

RIS No. 14072085

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