



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2024-08-0739 NP - SVP  
Date: AUGUST 8, 2024

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

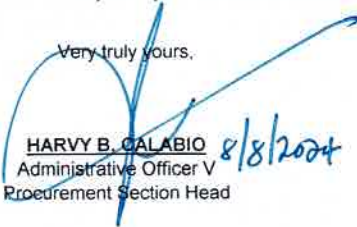
Sir/Madam:

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 exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

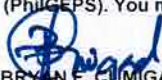
Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) and [bfcumigad@dswd.gov.ph](mailto:bfcumigad@dswd.gov.ph) not later than **5:00 PM on August 14, 2024 (Wednesday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,  
  
**HARVY B. GALABIO**  
Administrative Officer V  
Procurement Section Head

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: 30 Calendar Days upon receipt of Approve P.O
- Place of Delivery: DSWD FO - MIMAROPA, 1680 F.T Benitez cor., Malvar Sts., Malate, Manila
- Terms of Payment: within 30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses 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:
- 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](http://www.philgeps.gov.ph) to register "

  
**BRYAN F. CUMIGAD**  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09203446606

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



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RFQ No. 2024-07-0739

Date: \_\_\_\_\_ (should be filled up by supplier)

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP-SVP

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
<b>Production of IEC Materials: Brochures, Flyers Fans, Buntings &amp; Stickers.</b>						
1	1700	piece	<b>Brochure</b> A4 size tri-fold, full-color print at least 140gsm, glossy-finish			
2	550	piece	<b>Round Foldable Flyer Fan with pouch</b> Size is 10" x 10", white fan with full-color back to back print via silkscreen or DTF Pouch also has one-side full color print (logo print)			
3	888	piece	<b>Pentagonal Shape Buntings</b> 8 inches length X 6 inches width Made of polyethylene UV plastic <u>green and yellow</u> , atleast 150 microns (supplier to send sample) <u>one-side and one-color print</u> with durable and weatherproof nylon Packaging: To be delivered in 6 sets. Type and qty per set to be provided by the SMO			
4	888	piece	<b>Pentagonal Shape Buntings</b> 8 inches length X 6 inches width Made of polyethylene UV <u>white plastic</u> , atleast 150 microns (supplier to send sample) <u>one-side, full-color, or 3-colors print</u> with durable and weatherproof nylon Packaging: To be delivered in 6 sets. Type and qty per set to be provided by the SMO			
5	15	piece	<b>Stickers/Decals for Tricycles</b> 4.5 X 8 inches, cut-to-shape Vinyl sticker, at least 100 GSM Glossy finish and reflectorized Waterproof and waetherproof Packaging: Individually packed			
***NOTHING FOLLOWS***						
TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Seventeen Thousand Pesos Only (Php 117,000.00)						
				Note: Please specify brand model/origin .		

PURPOSE: Production of IEC Materials: Brochures, Flyers Fans, Buntings & Stickers.

PR No.: RFQ No. 2024-07-0739

VAT  
 Non-VAT

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

**IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.**

# LAYOUT FOR IEC MATERIALS

## BROCHURE

**What is SUSTAINABLE LIVELIHOOD PROGRAM?**

The Sustainable Livelihood Program (SLP) is a livelihood building program of the Department of Social Welfare and Development (DSWD) aims to help the poor, especially, and marginalized households and communities, to improve their basic economic conditions by assisting and equipping them with relevant livelihood and/or employment.

Since its inception in 2011, the SLP has proven to be a transformative force as the lives of its program participants, it has served and provided thousands of employment and livelihood projects to eligible associations and individuals.

**27,948** SLP Participants served from CY 2022-2023

**Php 338,389,502.00** Total Amount Granted for CY 2022-2023 Program Participants

**SLP Tracks & Modalities**

The program has two tracks:

- Microenterprise Development or MSU Track** focuses on the employment of sustainable microenterprises through the following channels:
  - Seed Capital Fund (SCF)
  - Skills Training Fund (MSU-STR)
  - Cluster Based / Regional Assets Fund (CR-BAF)
- Employment Facilitation or EF Track** focuses on employment support to eligible individuals through the following channels:
  - Employment Assistance Fund (EAF)
  - Skills Training Fund (MSU-STR)

**Eligibility REQUIREMENTS**

Identified by the National Household Targeting System for Poverty Reduction (NHTS) as being eligible to join the program, individuals and households must meet the following requirements:

- All MSU-STR and SCF projects are open to women and men participants in MSU-STR
- All MSU-STR and SCF projects are open to women and men participants in MSU-STR
- All MSU-STR and SCF projects are open to women and men participants in MSU-STR

**SLP's 5-year National Sustainability Plan**

**Year 1: Purok**  
Year 1 represents the first year of the program. It focuses on the initial setup and the first year of implementation. The goal is to establish the program's presence in the field and to build the capacity of the participants.

**Year 2: Uubong**  
Year 2 focuses on the second year of implementation. The goal is to build the capacity of the participants and to establish the program's presence in the field.

**Year 3: Sini**  
Year 3 focuses on the third year of implementation. The goal is to build the capacity of the participants and to establish the program's presence in the field.

**Year 4: Yubong**  
Year 4 focuses on the fourth year of implementation. The goal is to build the capacity of the participants and to establish the program's presence in the field.

**Year 5: In**  
Year 5 represents the fifth year of the program. It focuses on the final year of implementation and the evaluation of the program's impact.

**DSWD Field Office MIMAROPA**

- 1000 E. Highway corner Malinao Branch Malinao, Marikina
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**Sustainable Livelihood Program**

*Sulong Kabuhayan tungo sa Pagyabong!*

## BUNTNGS

**DSWD**  
Department of Social Welfare and Development  
Field Office - MIMAROPA

**SUSTAINABLE LIVELIHOOD PROGRAM**

**BAGONG PILIPINAS**

*Sulong Kabuhayan tungo sa Pagyabong!*

## ROUND FOLDABLE FLYER FAN

**DSWD**  
Department of Social Welfare and Development  
Field Office - MIMAROPA

**Sustainable Livelihood Program**

*Sulong Kabuhayan tungo sa Pagyabong!*

**Sustainable Livelihood Program**

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**SLP Tracks and Modalities**

The program has two tracks:

- Microenterprise Development Track (MSU)** focuses on the employment of sustainable microenterprises through the following channels:
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  - Skills Training Fund (MSU-STR)

*Sulong Kabuhayan tungo sa Pagyabong!*

## STICKERS /DECALS FOR TRICYCLES

**Certified** **DSWD**

**Sustainable Livelihood Program**

**SLP Association**

**(NAME OF SLP PARTICIPANT)**

*Sulong Kabuhayan tungo sa Pagyabong!*