



Republic of the Philippines
GENERAL SANTOS CITY WATER DISTRICT
 E. Fernandez Street, Barangay Lagao General Santos
 Telephone No.: 552-3824; Telefax No.: 553-4960
 Email Address: gscwdprocurement@yahoo.com

GPM-014-4

REQUEST FOR QUOTATION

RFQ #: 3-0224-018 DATE: 2/12/2024

SUPPLIER: _____
 ADDRESS: _____
 TELEPHONE NO. : _____
 TIN NO. : _____

Dear Sir/Madam,

Pls. quote your lowest price on the item/s listed below subject to general condition stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 2/16/2024, Pls. furnish this office the following articles subject to the terms and conditions contained therein.


Instructions :

1. Accomplish this Request for Quotation duly, correctly, and completely.
2. Do not alter the contents of this form in any way.
3. If Technical Specifications/ Terms of Reference is provided, prospect bidder (supplier / service provider) must indicate and signify compliance to every parameter in the specification.

| ITEM NO. | DESCRIPTION | QTY. | UNIT | UNIT PRICE |
|----------|--|------|------|------------|
| 1 | INFORMATION EDUCATION CAMPAIGN MATERIALS : SEE ATTACHED LIST OF ITEMS AND SPECIFICATIONS-ABC: PHP 57,750.00 ##### nothing follows ##### | 1 | LOT | P |

Date of Delivery: _____
 Price Validity : _____
 Mode of Payment: _____

Place of Delivery: GSCWD Bodega
 *****No partial delivery allowed*****
 Note: 6% WITHHOLDING TAX DEDUCTION
 PR NO.: 0124-184

Requested by:

 ANDREW H. NADAL, JR.
 Material Procurement Officer A

Price quoted by:

 Supplier

 Date



SUMMARY LIST OF ITEMS FOR THE PURCHASE OF IEC MATERIALS

PURCHASE ORDER NO. : 0124-184 / Jan. 26, 2024

| Information, Education, Communication (IEC) Campaign Materials | Quantity | Unit | Unit Cost | Amount |
|---|----------|-----------------|-----------|--------|
| 1 Printing of Brochure A4 size (3 folds) | 200 | piece | | |
| 2 Customized Writing Notebook 8 x 6 inches 40 leaves/sheets | 100 | piece | | |
| 3 Customized Corporate Pocket Folder | 100 | piece | | |
| 4 Gift Box with clear lid and shredded paper inside 11 x 9 x 4 inches | 100 | piece | | |
| 5 Customized Ribbon 2 rolls - 2in 5 rolls - 1in 5 rolls - 1/2 in | 12 | roll / 50 yards | | |
| 6 Crayons 8 colors | 150 | box | | |

Prepared by:


EnP Vanne Thea G. Balboa, MPA
Community Relations Officer



TECHNICAL SPECIFICATION

TITLE: PRINTING OF BROCHURE

I. Scope of the Contract

Printing of brochure for IEC materials.

II. Specification

| | |
|------------------|-------------------------------------|
| Item Description | Printing of Brochure |
| Dimension | A4 size (3 folds) |
| Material | High Gloss UV coated paper ; 80 GSM |
| Color Model | CMYK |
| Print | 2 sides |
| Design | See attached sample |


III. Terms and Conditions

- a. GSCWD shall provide the design.
- b. The supplier shall provide the prototype of final draft to GSCWD for approval.
- c. The supplier shall present at least one (1) sample of the item prior to mass production.
- d. The supplier shall inform GSCWD at least two (2) working days for the schedule of production. A representative from GSCWD will witness the commencement of mass production.
- e. Counting of delivery term shall start upon approval of the submitted prototype.
- f. Supplier may make necessary adjustments (i.e. brightness, margins, etc.) on the editable file to ensure output quality.

Prepared by:


EnP Vanne Thea G. Balboa, MPA
Community Relations Officer

Noted by:


Atty. Judy A. Lim-Pasman
Acting Division Manager
LSMOA

Brochure

size : A4 (3 folds)

material :High Gloss UV coated paper ; 80 GSM

Bakit?

Kailangan Magtipid

ANG TUBIG AY MAHALAGA SA PANGANGALAGA NG BUHAY NGUNIT ITO AY MAY HANGGANAN. ANG SARIWANG TUBIG NA ATING GINAGAMIT SA PANG ARAW-ARAW AY NASA 3% LAMANG AT ANG NATITIRA AY TUBIG ALAT NA HINDI ANGKOP PARA GAMITIN NG TAO. PAG HINDI ITO PINANGALAGAANG MABUTI MAAARING MAGDULOT NG MATINDING KAKULANGAN NG TUBIG SA BUONG MUNDO SA HINAHARAP.



GSCWD

GENERAL SANTOS CITY WATER DISTRICT

E. FERNANDEZ ST., BRGY. LAGAO, GENERAL SANTOS CITY, 9500, PHILIPPINES

Contact us

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GLOBE:0917-7049-979/0917-7049-867

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Connect with us




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GENSANWATER.GOV.PH



SAFE WATER... OUR THRUST
OUR SERVICE, OUR COMMITMENT





MR TANKEE'S 10 TUBIG TIPID TIPS

4 UGALIING GUMAMIT NG BALDE O PLANGGANA

Sa tuwing tayo ay naghuhugas ng ating mga pinamiling gulay o prutas, mga hugasing plato o sa ating mga sasakyan upang maiwasan paggamit ng tubig sa gripo.



7 MANGOLEKTA NG TUBIG ULAN KUNG MAAARI

Gamit ang inyong mga balde o planggana. Magagamit itong pangdilig ng ating mga halaman, pangligo kay bantay o panghugas ng sasakyan.



8 TAGAS NATIN, RESPONSABILIDAD NATIN

Ang mga tagas sa ating mga bahay ay maaaring mag-aksaya ng mahigit o sobra pa sa pitong daang litrong tubig kada araw. Agarang tumawag ng tubero upang ipa ayos ang tas mapa before o after meter man.



9 HUWAG AKSAYAHIN, GAMITIN MULI

Ang mga nagamit na tubig gaya ng pinaglabhan at pinag hugasan ng plato ay maaaring gamitin pangdilig ng ating mga halaman o pang flush ng inldoro.



10 SANAYIN ANG SARILI

Sa mga simpleng pagtitipid ng tubig dahil ang mga malilit na bagay pag pinag sama-sama ay malaki ang maitutulong nito.



1 BAWASAN ANG ORAS SA PAGLIGO

Ang pagligo ng mabilis ay hindi lamang nakakadagdag ng oras ito rin ay nakakatipid sa tubig.



2 UGALIING GUMAMIT NG BASO TUWING NAGSISIPILYO

Dahil sa ganitong pamamaraan ay nalilimitahan ang pag gamit ng tubig. Nakakatipid ka ng higit pa sa apat na litrong tubig tuwing gagamit ng baso sa pag sisipilyo.



3 I-Maximize ang paggamit ng washing machine

Sa tuwing tayo ay maglala ba ay dapat "full load" dahil ito ang isa sa pinaka mabisang pamamaraan ng pagtitipid ng tubig. Mahigit sa 12,870 litrong tubig kada taon ang iyong matitipid.



5 MAGDILIG SA TAMANG ORAS

Ang pinaka magandang oras para diligan ang inyong mga tanim ay tuwing umaga (4-6am) o sa gabi (6-7pm). Naiiwasan nito ang pagka tuyo ng tubig at mas nasisipsip ng halaman ang tubig.



6 SIGUROHING NAKAPATAY ANG ATING MGA GRIPO

Ugaliin nating suriin ang ating mga gripo kung ito ba ay naisara ng mabuti o may mga tagas ito. Ang mga tumutulong gripo ay maaaring mag-aksaya ng hanggang 190 - 380 litrong tubig kada araw.





TECHNICAL SPECIFICATION

TITLE: CUSTOMIZED WRITING NOTEBOOK

I. Scope of the Contract

Supply and printing of writing notebook for corporate collaterals.

II. Specification

| | |
|------------------|---|
| Item Description | Customized Writing Notebook |
| Dimension | 8 x 6 inches 40 leaves/sheets |
| Material | Cover : High Gloss; at least 100 GSM Inner: Standard paper |
| Print | GSCWD Logo and text print "Safe Water... Our Thrust, Our Service, Our Commitment" |
| Design | See attached sample |


III. Terms and Conditions

- a. The supplier shall present at least one (1) sample of the item prior to mass production.

Prepared by:


EnP Vanne Thea G. Balboa, MPA
Community Relations Officer

Noted by:


Atty. Judy A. Lim-Pasman
Acting Division Manager
LSMOA

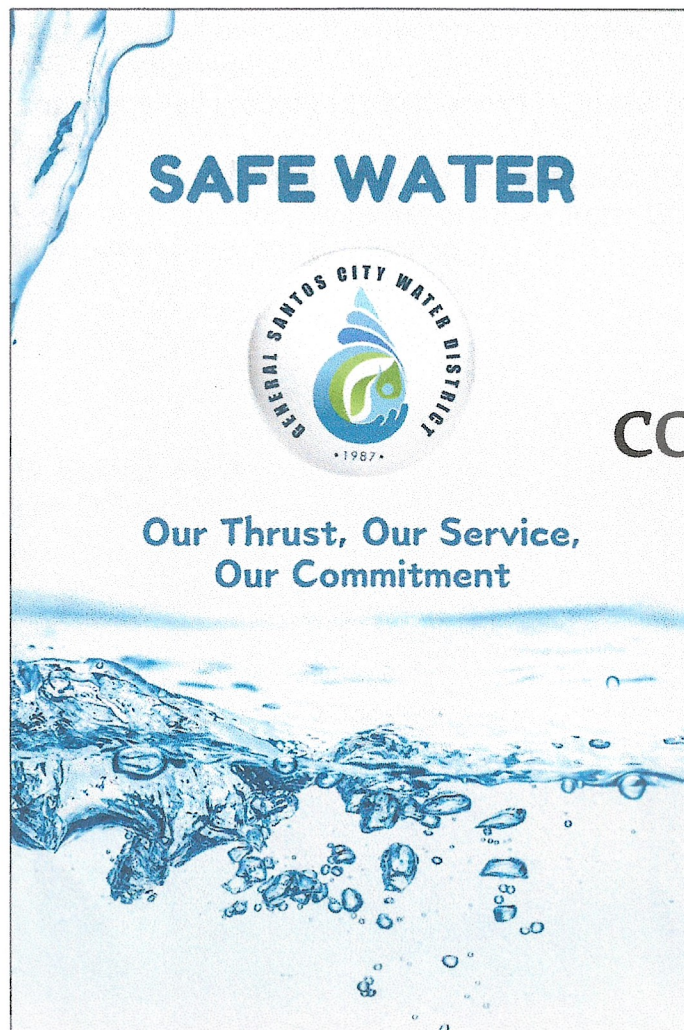
Writing Notebook

size : 8 x 6 inches

40 leaves/sheets

Material : Cover (High Gloss; at least 100 GSM)

Inner: (Standard paper)



COVER PAGE



TECHNICAL SPECIFICATION

TITLE: CUSTOMIZED CORPORATE POCKET FOLDER

I. Scope of the Contract

Design and printing of corporate pocket folder for corporate collaterals.

II. Specification

| | |
|------------------|------------------------------------|
| Item Description | Customized Corporate Pocket Folder |
| Dimension | 12 x 9 inches |
| Material | High Gloss Board Paper (220 gsm) |
| Color Model | CMYK |
| Design | See attached sample |


III. Terms and Conditions

- a. The supplier shall lay-out the design and provide prototype of final draft to GSCWD for approval.
- b. The supplier shall present at least one (1) sample of the item prior to mass production.
- c. The supplier shall inform GSCWD at least two (2) working days for the schedule of production. A representative from GSCWD will witness the commencement of mass production.

Prepared by:


EnP Vanne Thea G. Balboa, MPA
Community Relations Officer

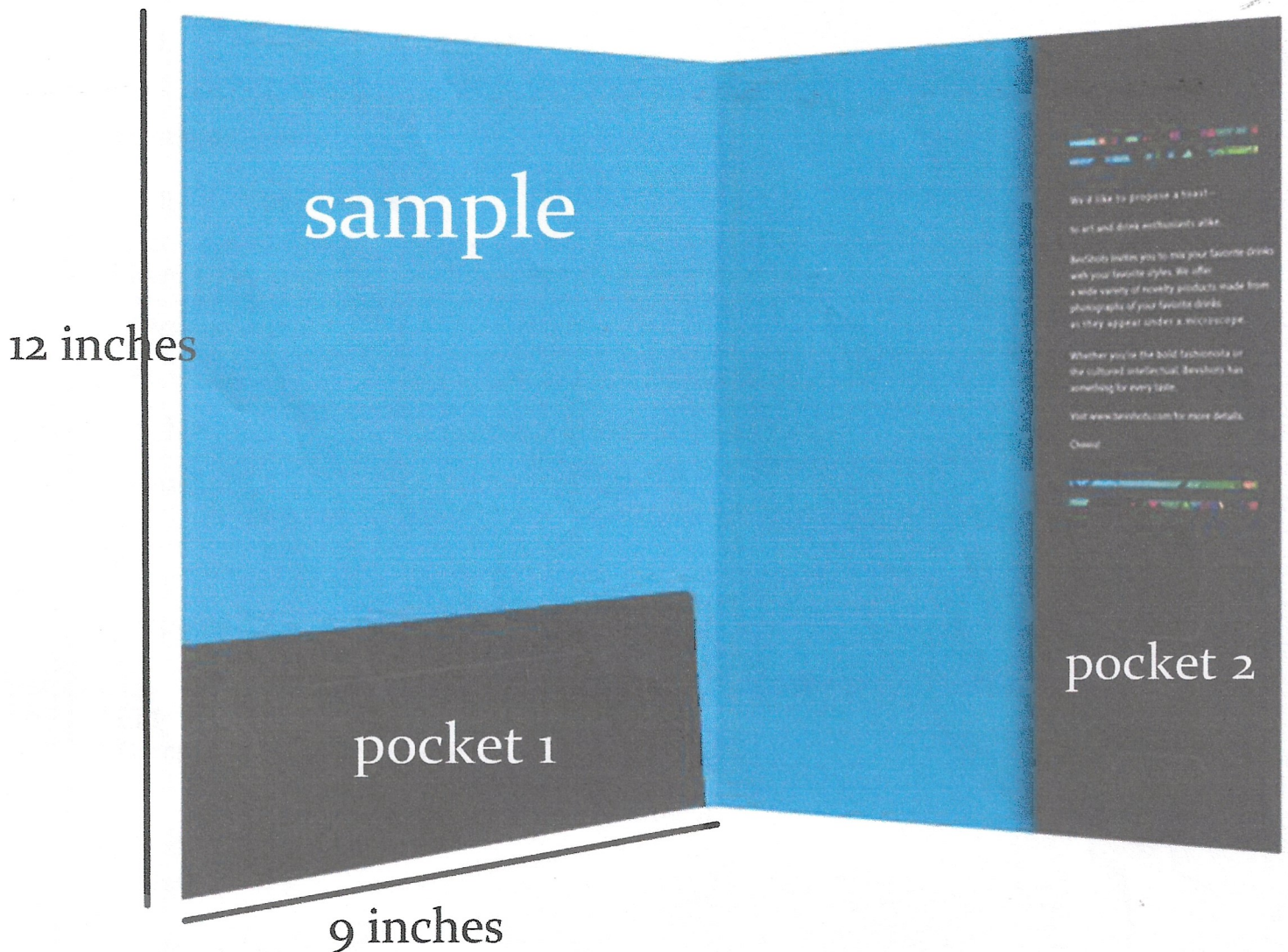
Noted by:


Atty. Judy A. Lim-Pasman
Acting Division Manager
LSMOA

Corporate Pocket Folder

size : 9 x 12 inches

material :High Gloss Board Paper (220 gsm)





TECHNICAL SPECIFICATION

TITLE: GIFT BOX WITH CLEAR LID AND SHREDDED PAPER INSIDE

I. Scope of the Contract

Supply of Gift box with clear lid and shredded brown paper inside for corporate collaterals.


II. Specification

| | |
|-------------------------|---|
| Item Description | Gift Box with clear lid and shredded paper inside |
| Dimension | 11 x 9 x 4 inches |
| Material | Hard carton; clear plastic (acetate) lid; |
| Color | Brown box; shredded brown paper |
| Design | See attached drawing |

Prepared by:

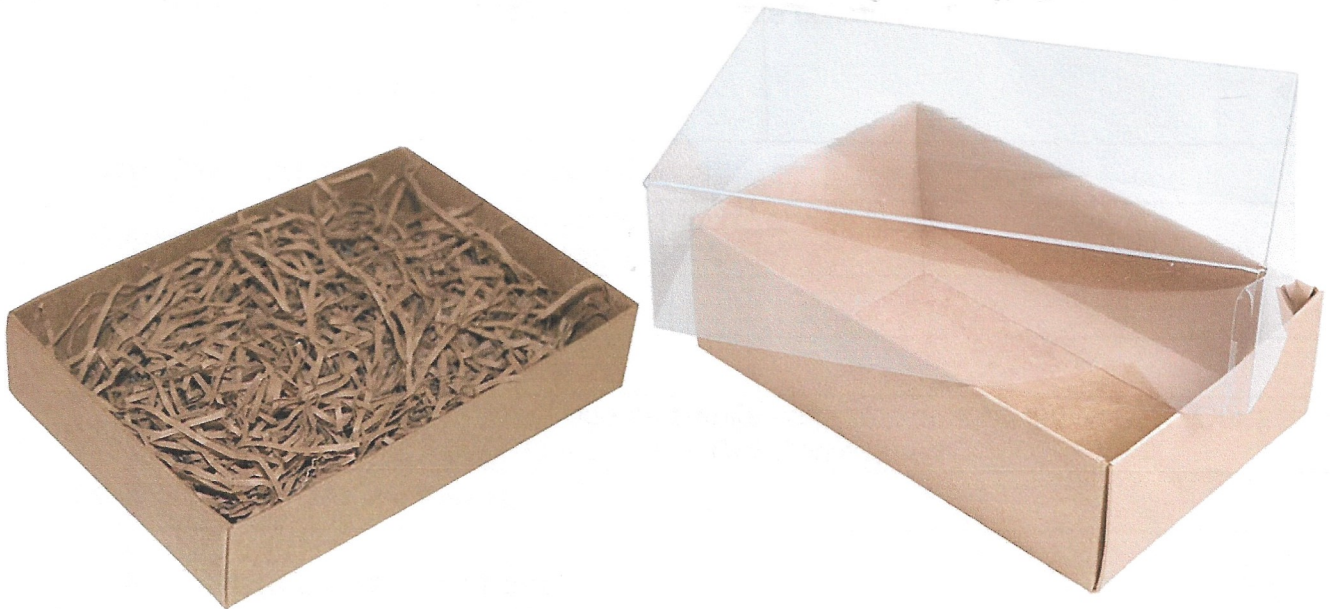

EnP Vanne Thea G. Balboa, MPA
Community Relations Officer

Noted by:


Atty. Judy A. Lim-Pasman
Acting Division Manager
LSMOA

Gift Box with clear lid and shredded paper inside

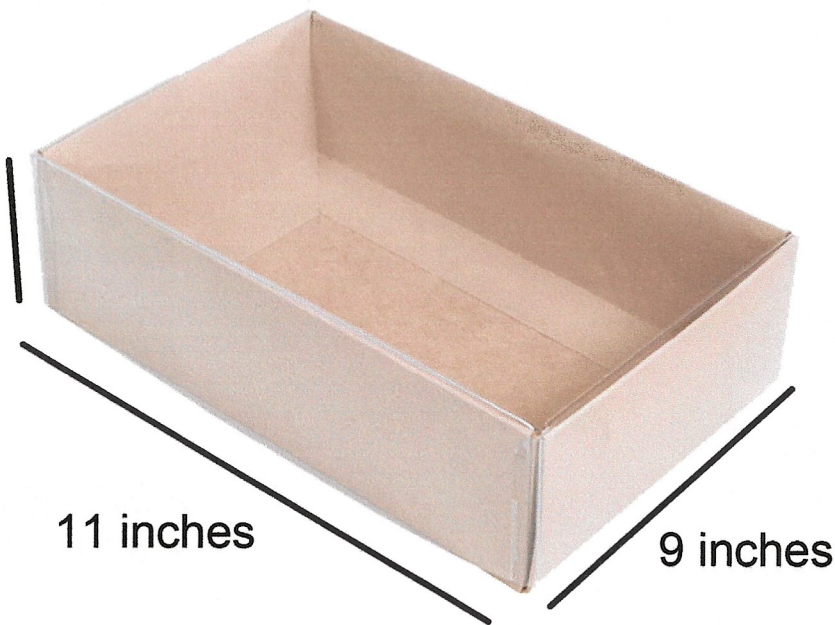
size : 11 x 10 x 4 inches
material : hard carton /
clear plastic (acetate) lid



4 inches

11 inches

9 inches





TECHNICAL SPECIFICATION

TITLE: CUSTOMIZED RIBBONS

I. Scope of the Contract

Supply and printing of ribbons for corporate collaterals.

II. Specification

| Item Description | Customized Ribbons |
|------------------|---|
| Dimension | Width (2 inches; 1 inch ; and ½ inch) Length (1 Roll / 50 Yards) |
| Material | Satin |
| Color | Royal Blue |
| Print | GSCWD Logo and white color text print "Safe Water... Our Thrust, Our Service, Our Commitment" |
| Design | See attached sample |


III. Terms and Conditions

- a. The supplier shall present at least one (1) sample of the item prior to mass production.

Prepared by:


EnP Vanne Thea G. Balboa, MPA
Community Relations Officer

Noted by:


Atty. Judy A. Lim-Pasman
Acting Division Manager
LSMOA

Customized Ribbons

size : Width (2 inches; 1 inch ; and ½ inch)
Length (1 Roll / 50 Yards)
material : satin
color : royal blue



GSCWD Logo and
text print "Safe Water... Our Thrust, Our Service, Our Commitment"