



PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier:	SAN ROQUE WOMEN ACTION FOR PROGRESS COMMUNITY MULTIPURPOSE COOPERATIVE (SWAPCOOP)	PO No.	DSWD7-AMP-2023-633
Address:	ANTONIA BUILDING, SAN ROQUE TALISAY CITY, CEBU	Date:	8/16/2023
Contact No.:	0968-852-5275/0922-611-7331	Mode of Procurement:	NP-Community Participation
Contact Person:	ELLYN D. SABELLANO	TIN:	466-815-245-000

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	LGU - Talisay City, Cebu	Delivery Term:	once in every 2 weeks (Wednesday)		
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of the following food items:			
	piece	EGG , fresh, white and firm; clean and free from stains; not broken; free from foul odors; large in size	108,000	8.00	864,000.00
	pack	RICE , well-milled; white; whole grain; free from abnormal discoloration, flavors, odors, insects and mites; machine sealed using clear and thick plastic; 2kg per pack	9,000	86.00	774,000.00
	pack	MACARONI , elbow; free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; known brand in the market at least 5years; at least 45grams per pack	18,000	36.00	648,000.00
	pack	CHEESE , processes, bar; no cuts and holes; free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 45grams per pack	36,000	17.00	612,000.00
	pouch	COOKING OIL , transparent without any sediment; no cuts and holes; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; at least 80ml per pouch	18,000	17.00	306,000.00
	pouch	CATSUP , banana and non-spicy; no cuts and holes; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; at least 100 grams per pouch	36,000	10.00	360,000.00
	sachet	POWDERED TABLEYA , no cuts and holes; free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3years; at least 15grams per sachet	36,000	5.00	180,000.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	sachet	POWDERED MILK , no cuts and holes; free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 33grams per sachet	72,000	11.00	792,000.00
	box	PANCAKE MIX , no cuts and holes; free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3years; at least 180grams per box	9,000	50.00	450,000.00
	tin	CANNED BEEF LOAF , non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 90grams per tin	36,000	18.00	648,000.00
	tin	CANNED CORNED BEEF , non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 90grams per tin	36,000	20.00	720,000.00
ADDITIONAL SPECIFICATIONS:					
a. All food items must be in good quality, no abnormal discoloration, no foul smelling odor and molds, packaging of items is free from holes, tears and foreign objects; and safe and suitable for human consumption					
b. Supplier will provide plastic or carton egg tray, packed and labelled per CDC (Child Development Center). Egg trays must be tied securely using plastic twine and file of 10 trays per stacking.					
c. All food items must be delivered on the specified delivery date. To avoid shortage, supplier must bring extra quantity of food items.					
d. Defective or spoiled items must be replaced by the supplier on the same day (e.g. broken egg/s, spilled oil, dented canned goods)					
e. Prices are inclusive of the following:					
e.1 Packaging Materials: <i>Rice must be packed using thick and durable plastic with due consideration of the transporation</i>					
e.2 Final Packaging: <i>Food items must be labelled per CDC (Child Development Center) and must be placed in a clean and durable eco bag or sako bag (with label DSWD VII SFP written) to be provided by the supplier per CDC on the first delivery and to be used on the succeeding deliveries until the end of the implementation if still usable, otherwise, supplier shall replace it.</i>					
e.3 Delivery: <i>Delivery point will be at LSWD Office, once in every two weeks (Wednesday, if falls on holiday, delivery will be on the next working day) during office hours, between 9AM to 4PM (annex will be provided for delivery schedule reference)</i>					

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		f. The winning supplier must provide specific time schedule for the delivery of the goods per LGU to the End-user at least 2 weeks before the start of delivery. Winning supplier is advised to strictly follow the scheduled date and time of delivery to avoid refusal of acceptance or imposition of liquidated damages.			
		g. The winning supplier must provide extra manpower during the delivery for unloading the goods.			
		h. The winning supplier must bring their own digital weighing scale during the delivery of goods.			
		i. The winning supplier must fully comply the required specifications and quantity of every food items to be delivered on the scheduled date. Food items not following the specifications will not be accepted.			
		j. Participating bidder must attached at least 2 Certificates of Very Satisfactory Performance from any LGUs / Office previously engaged. And a Very Satisfactory Performance Evaluation from SFP Focal Person, if participating bidder has previous engagement with the program.			
		k. Mode of payment: Monthly after submission of complete and correct sales documents (Delivery Receipt and Sales / Charge Invoice) by the Supplier.			
		END USER: SFP			
		(Ref: PR No.: DSWD7-2023-0746A)			

(Total Amount in Words) **Six Million Three Hundred Fifty Four Thousand Pesos**

Gross Amount: **6,354,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

ELLYN D. SABELLANO

Signature over Printed Name of Supplier

Date

Very truly yours,

SHALAINA MARIE S. LUCERO, CESO IV
Regional Director

Funds Available:

SOFRONIO S. TABIGUE, JR., CPA

AOV/Financial Analyst III

ALOBS No. :

Amount :

PO No. DSWD7-AMP-2023-633

NOTICE TO PROCEED

August 16, 2023

ELLYN D. SABELLANO

Sales Representative

San Roque Women Action For Progress Community

MultiPurpose Cooperative (SWAPCOOP)

Antonia Building, San Roque

Talisay City, Cebu

Dear **Ms. Sabellano:**

Please be informed that you may now proceed as the Service Provider for the contract entitled the **Supply and Delivery of Food Items** under **PO No. DSWD7-AMP-2023-633** and amounting to **Six Million Three Hundred Fifty Four Thousand Pesos (Php 6,354,000.00)**, inclusive of all applicable taxes.

This Notice binds you to your price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Purchase Order (PO) Please note that complete delivery of services shall be made within the specified period in the contract.

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:


ELLYN D. SABELLANO
Sales Representative

Date: 8/16/2023

NOTICE OF AWARD

August 16, 2023

ELLYN D. SABELLANO

Sales Representative

San Roque Women Action For Progress Community
MultiPurpose Cooperative (SWAPCOOP)

Antonia Building, San Roque
Talisay City, Cebu

Dear **Ms. Sabellano**:

We are glad to notify you that the **Supply and Delivery of Food Items** under RFQ No. DSWD7-2023-0746A is hereby awarded to San Roque Women Action For Progress Community MultiPurpose Cooperative (SWAPCOOP) amounting to **Six Million Three Hundred Fifty Four Thousand Pesos (Php 6,354,000.00)**.

Please signify your conformity by affixing your signature on the space provided below and return this Notice of Award to the Procurement Management Section immediately upon receipt.

Failure to conform this award shall constitute a sufficient ground for cancellation.

Thank you.

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:


ELLYN D. SABELLANO
Sales Representative

Date: 8/16/2023