

## PURCHASE ORDER



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

Supplier:	<b>SANTA FE BEC MULTI-PURPOSE COOPERATIVE</b>	PO No.	<b>DSWD7-AMP-2023-660</b>
Address:	Santo Niño Roman Catholic Compound, Poblacion, Santa Fe, Cebu	Date:	8/23/2023
Contact No.:	0939-803-2033	Mode of Procurement:	NP-Community Participation
Contact Person:	MARIA JUDELINE PILAPIL	TIN:	238-349-037-000

Gentlemen:

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

Place of Delivery:	LSWDO-Santa Fe, Bantayan Island 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
		<b>Supply and Delivery of the following food items:</b>			
	piece	<b>EGG</b> , fresh, white and firm; clean and free from stains; not broken; free from foul odors; <b>large in size</b>	<b>26,736</b>	<b>9.00</b>	<b>240,624.00</b>
	pack	<b>RICE</b> , well-milled; white; whole grain; free from abnormal discoloration, flavors, odors, insects and mites; machine sealed using clear and thick plastic; <b>2kg per pack</b>	<b>2,228</b>	<b>97.00</b>	<b>216,116.00</b>
	pack	<b>MACARONI</b> , 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; <b>at least 45grams per pack</b>	<b>4,456</b>	<b>23.00</b>	<b>102,488.00</b>
	pack	<b>CHEESE</b> , 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; <b>at least 45grams per pack</b>	<b>8,912</b>	<b>19.00</b>	<b>169,328.00</b>
	pouch	<b>COOKING OIL</b> , 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; <b>at least 80ml per pouch</b>	<b>4,456</b>	<b>20.00</b>	<b>89,120.00</b>
	pouch	<b>CATSUP</b> , 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; <b>at least 100 grams per pouch</b>	<b>8,912</b>	<b>12.00</b>	<b>106,944.00</b>
	sachet	<b>POWDERED TABLEYA</b> , 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; <b>at least 15grams per sachet</b>	<b>8,912</b>	<b>5.50</b>	<b>49,016.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	sachet	<b>POWDERED MILK</b> , 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; <b>at least 33grams per sachet</b>	<b>17,824</b>	<b>11.00</b>	<b>196,064.00</b>
	box	<b>PANCAKE MIX</b> , 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; <b>at least 180grams per box</b>	<b>2,228</b>	<b>37.00</b>	<b>82,436.00</b>
	tin	<b>CANNED BEEF LOAF</b> , 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; <b>at least 90grams per tin</b>	<b>8,912</b>	<b>17.00</b>	<b>151,504.00</b>
	tin	<b>CANNED CORNED BEEF</b> , 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; <b>at least 90grams per tin</b>	<b>8,912</b>	<b>19.00</b>	<b>169,328.00</b>
<b>ADDITIONAL SPECIFICATIONS:</b>					
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:					
<b>e.1 Packaging Materials:</b> <i>Rice must be packed using thick and durable plastic with due consideration of the transporation</i>					
<b>e.2 Final Packaging:</b> <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>					
<b>e.3 Delivery:</b> <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. <b>Mode of payment:</b> Monthly after submission of complete and correct sales documents (Delivery Receipt and Sales / Charge Invoice) by the Supplier.			
		<b>END USER: SFP</b>			
		(Ref: PR No.: DSWD7-2023-0750)			

<b>(Total Amount in Words)</b>	<b>One Million Five Hundred Seventy Two Thousand Nine Hundred Sixty Eight Pesos</b>	<b>Gross Amount:</b>	<b>1,572,968.00</b>
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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: *Maria Judevine Pilapil*  
**MARIA JUDEVINE PILAPIL**  
 Signature over Printed Name of Supplier  
 Date: 8/23/2023

Very truly yours,  
*Shalaine Marie S. Lucero*  
**SHALAINA MARIE S. LUCERO, CESO IV**  
 Regional Director

Funds Available: **SOFRONIO S. TABIGUE, JR., CPA**  
 AOV/Financial Analyst III *JIT mark*

ALOBS No. : \_\_\_\_\_  
 Amount : \_\_\_\_\_

PO No. DSWD7-AMP-2023-660

## NOTICE TO PROCEED

August 23, 2023

**MARIA JUDELINE PILAPIL**

Chairperson

Santa Fe Bec Multi-Purpose Cooperative  
Santo Niño Roman Catholic Compound,  
Poblacion, Santa Fe, Cebu

Dear **Ms. Pilapil**:

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-2023-660** and amounting to **One Million Five Hundred Seventy Two Thousand Nine Hundred Sixty Eight Pesos (Php 1,572,968.00)** 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,

  
**SHALAINÉ MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

  
**MARIA JUDELINE PILAPIL**  
Chairperson

Date: 8/23/2023

## NOTICE OF AWARD

August 23, 2023

**MARIA JUDELINE PILAPIL**  
Chairperson  
Santa Fe Bec Multi-Purpose Cooperative  
Santo Niño Roman Catholic Compound,  
Poblacion, Santa Fe, Cebu

Dear **Ms. Pilapil**:

We are glad to notify you that the **Supply and Delivery of Food Items** under RFQ No. DSWD7-2023-0750 is hereby awarded to Santa Fe Bec Multi-Purpose Cooperative amounting to **One Million Five Hundred Seventy Two Thousand Nine Hundred Sixty Eight Pesos (Php 1,572,968.00)**.

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,

  
**SHALAINIE MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

  
**MARIA JUDELINE PILAPIL**  
Chairperson

Date: 8/23/2023