



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION NP - Community Participation

RFQ No. : **DSWD7-2025-0599**

Date : **May 21, 2025**

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 the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

Please accomplish and submit this **form** together with **Annex A, Annex B with the eligibility requirements/documents** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 26, 2025 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES

AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **as need arises or as to delivery schedule provided by the end-user.**
- Place of Delivery: **Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City**
- Terms of Payment: **within 45 calendar days from the receipt of billing statement/Sales Invoice**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: _____

CHARL ALBERT J. TORREFIEL

Canvasser

I am interested to quote and agree to the terms and conditions.

Signature of Supplier/Authorized Representative
over Printed Name

NOTE: Authorized Representative must be supported with a Secretary's Certificate.

DSWD7-2025-0599



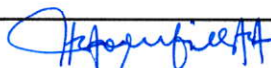
Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 TIN: _____

RFQ No.: DSWD7-2025-0599
 Date: May 21, 2025

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Grocery Items				
			Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City				
1	7	pack	Baking Powder, 1 kilo/pack				
2	2	pack	Baking Soda, 1 kilo/pack				
3	420	pack	Beverage, Chocolate Malt, 1 kilo/pack				
4	240	pack	Biscuit, variety (either crackers or with fillings), at least 10 pieces/pack				
5	360	loaf	Bread, sliced, superloaf				
6	200	tin	Canned Beef loaf, at least 150 grams/tin				
7	240	tin	Canned Corned Beef, at least 150 grams/tin				
8	200	tin	Canned Luncheon Meat, at least 150 grams/tin				
9	400	tin	Canned Sardines, at least 155 grams/tin				
10	200	tin	Canned Sausage, at least 90 grams/tin				
11	240	tin	Canned Tuna, Original/Paksiw/Mechado/Adobo at least 150 grams/tin				
12	5	gallon	Catsup, 1 gal, Tomato/Banana, good quality				
13	20	bar	Cheese, cheddar, processed, at least 160 grams/bar				
14	2	pack	Chips, chocolate, at least 500mg/pack				
15	3	pack	Chocolate bar, 1 kg/pack				
16	50	pack	Chocolate, native, tablia, pure cacao, 100 pieces/pack (medium size)				
17	5	pack	Cocoa powder, good quality, 1kg				
18	5	pack	Cream, whip, at least 1 kg/pack				
19	2	pack	Cream of Tartar, at least 100g/pack				
20	360	tray	Eggs, white, Fresh, Large, 30 pcs/tray				
21	12	sack	Flour, all purpose, 25 kilos/sack, good quality				
22	1	gallon	Food Color, Liquid, at least 500ml per gallon, red				
23	1	gallon	Food Color, Liquid, at least 500ml per gallon, blue				
24	1	gallon	Food Color, Liquid, at least 500ml per gallon, yellow				
25	2	bottle	Food flavor and color, Liquid, at least 30ml/bottle				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost				
26	15	pack	Juice, Powdered Drink, at least 250grams/pack, orange/ pineapple/ mango/ lemon iced tea								
27	120	pack	Lumpia Wrapper, large, 25pcs/pack, good quality								
28	1	gallon	Lye Water, for kutsinta, at least 3.6L / gallon								
29	20	can	Milk, condensed, at least 380 g/can								
30	60	can	Milk, evaporated, at least 360 ml/can								
31	420	pack	Milk, Powdered, fortified drink, with high calcium and iron, at least 840g/pack								
32	24	pack	Noodles, Bihon, at least 1 kilo/pack, good quality								
33	12	pack	Noodles, Canton, Pancit, at least 1 kilo/pack, good quality								
34	12	pack	Noodles, fresh miki, at least 1 kilo/pack								
35	12	pack	Noodles, Misua, at least 1 kilo/pack, good quality								
36	12	pack	Noodles, Sotanghon, at least 1 kilo/pack, good quality								
37	60	gallon	Oil, Cooking, 1 gallon, good quality								
38	20	gallon	Sauce, Soy, 1 gallon, known brand								
39	20	pouch	Sauce, Spaghetti, Filipino style, at least 900g/pouch								
40	2	pack	Sprinkles, rainbow, edible, 1 kg/pack								
41	50	pack	Starch, corn, at least 200 grams/pack								
42	1	sack	Sugar, Brown, Centrifugal(Central), 50 kls/sack								
43	1	sack	Sugar, Refined (white), 50kls/sack								
44	10	gallon	Vinegar, 1 gallon, good quality								
45	50	pack	Yeast, at least 100g/pack								
TOTAL											
			Requirements:								
			>Canned goods must be safe and suitable for human consumption; no dents, rust and deformities; has label and must indicate the manufacturing or expiration dates.								
			>All food items must be in good quality, free from abnormal discoloration, foul smelling odor and molds.								
			>Expiration date of grocery items must be at least 6 (six) months from delivery date and egg must be at least 1 month.								
			>Delivery will be as need arises or as to delivery schedule provided by the end-user.								
Approved Budget for the Contract: Php 613,249.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.							
End User: Home for Girls											
PURPOSE: For Home for Girls consumption for 2nd Semester CY 2025.											

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier/Authorized
 Representative over Printed Name

NOTE: Authorized Representative must be supported with a Secretary's Certificate.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

RFQ No.: DSWD7-2025-0599Date: May 21, 2025

CBO/Supplier's Name : _____

Address : _____

Contact Person : _____

Contact No. : _____

CHECKLIST OF ELIGIBILITY REQUIREMENTS

as provided in Annex "A" of the GPPB Resolution No. 18-2021 dated 22 October 2021
(Organized CBOs)

No.	Type of Document	Remarks/Pls. Specify the type of document
LEGAL REQUIREMENTS		
1	Certificate of Registration from DTI, SEC, CDA, DA, DOLE, NCIP, or in the case of Civil Society Organizations (CSG), Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from National Government Agency (NGA) or Local Government Unit (LGU)	
2	A sworn affidavit (Appendix "1") , pls. see attached template, executed by the head or its authorized representative that affirms that: 2.1 <i>none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and / or approve the proposal, contract, and release of funds; and</i> 2.2 <i>none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.</i>	
TECHNICAL REQUIREMENT		
3	Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods. (Please see attached Annex "2") The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.	
FINANCIAL REQUIREMENTS		
4	Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.	
5	Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return	
6	Updated Audited Financial Statement (AFS) , which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.	

Signature of Supplier / Authorized Representative Over Printed Name