



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

REQUEST FOR QUOTATION
Negotiated Procurement - Community Participation

RFQ No. : DSWD7-2022-1023
Date : June 28, 2022

Supplier's Name : _____
Supplier's 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.

Please accomplish and submit this form together with **Annex A**, **Annex B** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to **bac.fo7@dswd.gov.ph** on or before **July 4, 2022 at 11:00AM**.

Very truly yours,


ROSARIO P. BACONG
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 specified in Annex A**.
- Place of Delivery: LGU/CSWDO of Tagbilaran City, Bohol
- Terms of Payment: within 30 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: _____


BONAPARTE D. CASEÑAS II
Canvasser

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

Signature of Supplier/Service Provider / Authorized Representative* over Printed Name

* must be supported with a notarized Secretary's Certificate



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

Supplier's Name: _____
Supplier's Address: _____
Contact Person: _____
Contact No.: _____
TIN: _____

RFQ N: DSWD7-2022-1023
Date: June 28, 2022

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of the following food items: For LGU Tagbilaran City, Bohol				
1	5,596	pack	Rice, well-milled (white); whole grain; free from abnormal discoloration, flavors, odors, insects and mites; safe and suitable for human consumption; 1.5kilos per pack				
2	82,541	piece	Egg, white; firm; clean and free from stains; not broken; free from foul odors; medium in size				
3	5,596	pack	Monggo, natural green in color; good quality; no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 200 grams per pack				
4	11,192	pack	Pansit Misua, good quality; no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 100 grams per pack				
5	1,399	pack	Brown Sugar, no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 125 grams per pack				
6	12,591	pouch	Cooking Oil, transparent without any sediment; safe and suitable for human consumption; has label and must indicate the manufacturing and expiration dates; known brand must exist in the market for at least 5 years; 80 ml per pouch				
7	12,591	tin	Canned Tuna, flakes in oil or corned tuna; unflavored; non-spicy; no dents and rust; safe and suitable for human consumption; has label and must indicate the manufacturing and expiration dates; known brand and must exist in the market for at least 5 years; 85-100 grams per tin				
			Additional Specifications:				
			1.) All food items must be in good quality; free from abnormal discoloration, foul smelling odor and molds; safe and suitable for human consumption.				
			2.) Service provider will provide a plastic or carton egg tray for eggs and packed per CDC (Child Development Center).				
			3.) All food items must be delivered on the same day. To avoid shortage, the supplier must bring extra quantities of food items.				
			4.) Defective or spoiled items must be replaced by the supplier on the same day (e.g. broken egg/s, spilled oil, dented canned goods).				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			5.) Prices are inclusive of the following				
			5.a)Packaging Materials: Food items must be packed according to classification using durable clear plastic(polypropylene) with due consideration of the transportation especially the rice and monggo. Pansit misua and brown sugar.				
			5.b) Final Packaging: It must be labelled per CDC (Child Development Center) and must be placed in a clean and durable eco bag or "sako" bag 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.				
			5.c) Delivery: <input type="checkbox"/> The winning supplier must provide a specific time schedule for the delivery of the goods per LGU based on the delivery schedule indicated in Section VI. Schedule of Requirements in coordination with the end-user prior to the start of the delivery and implementation. <input type="checkbox"/> Winning supplier to strictly follow the agreed scheduled date and time of delivery. Non-compliance means refusal of acceptance and imposition of liquidated damages.				
			6.)The winning supplier will provide extra manpower during the delivery for unloading the goods				
			7.) The winning supplier must bring their own digital weighing scale during the delivery of goods.				
			8.) Participating bidder must attach at least (2) Certificates of Very Satisfactory Performance from the LGUs / Office previously engaged with the conformity from LSWDO				
			● Mode of payment: Monthly after submission of complete and correct sales documents (Delivery Receipt and Sales/Charge Invoice) by the Supplier.				
Approved Budget for the Contract: Php 1,808,207.50				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SUPPLEMENTARY FEEDING PROGRAM							
PURPOSE : Provision of food items for the Children beneficiaries of SFP Cycle 12 implementation for Tagbilaran City, Bohol							

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


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Field Office VII, Cebu City

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CBO/Supplier's Name : _____
Address : _____
Contact Person : _____
Contact No. : _____

**CHECKLIST OF ELIGIBILITY REQUIREMENTS
(Organized CBOs)**

No.	Type of Document	Remarks
	LEGAL REQUIREMENTS	
1	Certificate of Registration from DTI, SEC, CDA, DOLE, NCIP, National Government Agency (NGA) or Local Government Unit (LGU)	
2	Certification from Leader of Community-Based Service Provider (CBSP) - Stating no relationship, either by consanguinity or affinity up to the fourth civil degree, to the Head of the Procuring Entity, a member of the Bids and Awards Committee (BAC), or other official authorized to process and/or approve the proposal, contract, and release of funds	
3	Disclosure of related business/es	
4	Certification from the participating Municipality that the individual members of the Agrarian Reform Beneficiary Organizations (ARBOs), Sustainable Livelihood Program Associations (SLPAs), cooperatives, and other qualified farmers' organizations or CBOs are residents of the municipality	
	TECHNICAL REQUIREMENT	
1	List of Similar Completed Contracts or Experiences of Members of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organization or CBOs that they are able to provide the food items for the Supplementary Feeding Program	
	FINANCIAL REQUIREMENTS	
1	Statement that the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs have an established simple bookkeeping procedure for financial record purposes	
2	Treasurer's Certification on the amount of available funds of the CBO that are kept for safekeeping, if any, from the date of submission of the quotation	

Signature of Supplier / Authorized Representative Over Printed Name

Supplier's/Service Provider's Bank Information for Payment

Name of Bank:	
Branch:	
Bank Account Name:	
Account No.:	
TIN No.:	

Pls. Check if TIN No. is Vat or Non-Vat

VAT

NON-VAT

note:

Accomplish this form and forward it to BAC Secretariat Office on or before issuance of notice of awar

Signature: _____

Name of Authorized Representative: _____

Position: _____

Date: _____