



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. DSWD7-2025-0164  
 Date February 18, 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) 233-9720; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **February 25, 2025 at 5:00PM.**

Very truly yours,  
  
**ENGR. EMMANUEL M. EDLES**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **on (Monday) August 11, 2025, and if date falls on a holiday, delivery will be on the next working day during office hours, between 8 a.m to 2 p.m only**
4. Place of Delivery: **LGU - TANJAY CITY, NEGROS ORIENTAL**
5. Terms of Payment: **Within 45-calendar days, every after submission of complete and correct sales documents (Delivery Receipt and Sales / Charge Invoice) by the Service Provider**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. 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



Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ No.: **DSWD7-2025-0164**Date: **February 18, 2025**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidders Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of the following food items:</b>				
			<b>LGU - TANJAY CITY, NEGROS ORIENTAL</b>				
1	4,200	piece	<b>EGG (Chicken)</b> , white; firm; clean and free from stains; not broken or with cracks; free from foul odors or discolorations; should be <b>large in size</b> or at least <b>60.1grams in weight (not less than prescribed weight)</b>				
2	1,400	pack	<b>RICE</b> , well-milled; white; whole (long) grain; free from abnormal discoloration, molds, flavors, odors, insects and mites; Packed and machine sealed. <b>1 1/2 kg per pack</b>				
3	4,200	pouch	<b>COOKING OIL</b> , transparent without any sediment; no cuts and holes; has label and must indicate the manufacturing or expiration dates; at least <b>80 ml per pouch</b>				
4	4,200	sachet	<b>POWDERED TABLEYA</b> , no cuts and holes, free from abnormal discoloration; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; at least <b>15gms per sachet</b>				
5	2,100	pack	<b>SPAGHETTI PASTA</b> , long, thin, solid pasta packaged with no 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 3 years; at least <b>400 grams per pack</b>				
6	4,200	tin	<b>SPAGHETTI MEAT SAUCE, NON-SPICY</b> ; tin is free from dents, no untoward flavors, and other odors; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; at least <b>380 grams per tin</b>				
7	16,800	sachet	<b>POWDERED FILLED MILK</b> , Fortified, NON-CHOCOLATE FLAVOR, 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 3 years; at least <b>33 grams per sachet</b>				
8	4,200	sachet	<b>CHEESE</b> , cheddar or processed filled; original flavor; free from abnormal discoloration, flavors, odors; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; at least <b>45 grams per sachet</b>				

9	4,200	box	<b>PANCAKE / HOTCAKE 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 3 years; at least <b>180gms per box</b>				
10	1,400	pack	<b>MONGGO</b> , natural green in color, in good quality, no presence of sprouts or molds, free from discolorations and abnormal odors. Should be free from insects and mites. Packed and machine sealed. <b>150 grams per pack</b>				
11	4,200	tin	<b>CANNED CORNED BEEF</b> , Non-Karne Norte, non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5 years; at least <b>90gms per tin</b>				
			<b>TOTAL</b>				
			<b>Additional Specifications:</b>				
			a. All food items must be in good quality, free from abnormal discoloration, foul smelling odor and molds; safe and suitable for human consumption (especially children).				
			b. All food items must be delivered completely at the designated delivery point as scheduled. To avoid shortage, supplier must bring extra quantity (buffer) of each food items. However, incomplete quantity of goods should be provided within the day or immediately the next day (after quantity is checked).  All Egg trays used should be sturdy or thick to prevent damage while on transportation. Eggs trays must be tied securely using plastic twine and file of 10 trays per stacking. Trays will no longer be returned during delivery. Extra plastic twine should be brought for re-tying after inspection.				
			c. Defective or spoiled items must be replaced immediately by the supplier on the same day (e.g. Egg, spilled oil, dented canned goods, tear/holes in plastic / box packaging).				
			d. Prices are inclusive of the following:				
			<b>d.1 Packaging Materials:</b> Rice and monggo must be packed using thick and durable plastic with due consideration of the transportation and handling. All supplier is advised to machine sealed both the rice and monggo packaging.				
			<b>d.2 Final Packaging:</b> Food items must be placed in a clean and durable eco bag or sako bag (with Label DSWD-SFP written) to be provided by the supplier per CDC on the first delivery and to be re-used on the succeeding deliveries until the end of the implementation if still usable, otherwise, supplier shall replace it.				
			<b>d.3 Delivery:</b> Delivery point will be at the LGU designated drop center, on <b>(Monday) August 11, 2025</b> , and if date falls on a holiday, delivery will be on the next working day) during office hours, between <b>8 a.m to 2 p.m only</b> .				
			e. The winning supplier must provide specific time schedule for the delivery of the goods per LGU to the End-user at least <b>2-weeks</b> 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. <i>Time schedule submitted on the 1st delivery will be followed until the last delivery is conducted.</i>				
			f. The winning supplier should have extra/additional manpower during the delivery and for the unloading of goods.				
			g.) The winning supplier should bring a digital weighing scale during the delivery of goods for the weight checking and to avoid refusal of acceptance if weight is not verified.				

			h.) The winning supplier must fully comply to 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.		
			i.) Participating bidder must attach at least two (2) Certificates of Very Satisfactory Performance from any LGUs / Offices of <i>similar contract</i> and at least one (1) Very Satisfactory Performance Evaluation from SFP Focal Person for service providers previously engaged with the program within CY 2022-2024. Provided however, the participating bidder must not have a dissatisfactory performance for the last year from any procuring entity.		
			j.) Mode of payment: Within 45-calendar days, every after submission of complete and correct sales documents (Delivery Receipt and Sales / Charge Invoice) by the Service Provider.		
Approved Budget for the Contract: Php 1,300,600.00			"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 hot meals (Dry Ration) for Cycle 15 children beneficiaries.		

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.: DSWD7-2025-0164Date: February 18, 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
	<b>LEGAL REQUIREMENTS</b>	
1	<b>Certificate of Registration</b> 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 <b>National Government Agency (NGA)</b> or <b>Local Government Unit (LGU)</b>	
2	A <b>sworn affidavit (Appendix "1")</b> , 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>	
	<b>TECHNICAL REQUIREMENT</b>	
3	<b>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</b> 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.	
	<b>FINANCIAL REQUIREMENTS</b>	
4	<b>Photocopy or scanned copy of the bank book</b> 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	<b>Latest Income Tax Return (ITR)</b> for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return	
6	<b>Updated Audited Financial Statement (AFS)</b> , 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