



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

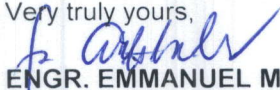
RFQ No. : DSWD7-2025-0617 ✓
Date : May 21, 2025

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:

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 **as need arises or as to delivery schedule provided by the end-user.**
4. Place of Delivery: **Regional Haven for Women, Camomot Franza Rd., Brgy Labangon, Cebu City**
5. Terms of Payment: **within 45 calendar days from the receipt of billing statement/Sales Invoice**
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: _____


REINAFLO R. VISTO
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.



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

RFQ No.: DSWD7-2025-0617 ✓
 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 the following food items:				
		✓	Regional Haven for Women, Camomot Franza Rd., Brgy Labangon,				
			FRUITS ✓				
1	380	piece ✓	Apple, red, sweet, fuji, medium-sized				
2	180	kilo	Banana, cardaba				
3	250	kilo ✓	Banana, lakatan				
4	60	kilo ✓	Calamansi				
5	150	piece ✓	Coconut, old (lahing/guwang) large				
6	60	kilo ✓	Mango, ripe				
7	85	kilo ✓	Watermelon, ripe				
			SPICES ✓				
8	50	kilo ✓	Garlic				
9	30	kilo ✓	Ginger				
10	60	kilo ✓	Onion, red (bombay)				
11	50	kilo ✓	Onion, spring green (sibuyas dahon)				
12	50	kilo ✓	Pepper, bell, red/green				
13	50	kilo ✓	Pepper, green (spada)				
14	60	kilo ✓	Tomato				
			VEGETABLES ✓				
15	65	kilo ✓	Ampalaya				
16	50	kilo ✓	Beans Baguio				
17	65	kilo ✓	Beans, string/batong				
18	60	kilo ✓	Butig/karlang				
19	55	kilo ✓	Cabbage				
20	95	kilo ✓	Carrots				
21	65	kilo ✓	Cucumber				
22	70	kilo ✓	Eggplant				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
23	64	kilo	Mongo, sprout (taugi)				
24	50	kilo	Leaves, alugbati				
25	50	kilo	Okra, big, young				
26	60	kilo	Pechay, chinese				
27	95	kilo	Potato				
28	120	kilo	Potato, sweet (camote)				
29	95	kilo	Sayote				
30	40	kilo	Sikwa				
31	100	kilo	Squash, yellow				
			Other Specifications:				
			>Canned goods, must have 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.				
			> For Bread, the expiration date must be at least 5 days from the manufacturing date.				
			> For Egg, at least 1 week shelf life from the delivery date.				
			> Defective or spoiled items upon checking must be replaced by the service provider.				
			>Delivery will be on weekly basis based on the prescribed schedule of delivery by end-user or as need arises.				
TOTAL							
Approved Budget for the Contract: Php 275,688.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	Regional Haven for Women ✓						
PURPOSE :	For the Regional Haven for Women's consumption for the second semester of CY 2025. ✓						

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

REINAFLORE C. VISTO
Canvasser

Signature of Supplier/Authorized
Representative over Printed Name

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

DSWD7-2025-0617

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

RFQ No.: DSWD7-2025-0617Date: 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