



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. : DSWD7-2025-0618 /  
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: ☒ **Regional Haven for Women's, 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: \_\_\_\_\_

  
**REINAFLOR C. 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.: DSWD7-2025-0618 ✓  
 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				
			<b>Supply and Delivery of the following food items:</b>								
			<b>Regional Haven for Women's, Camomot Franza Rd., Brgy Labangon, Cebu City</b>								
1	140	kilo	FISH, anduhaw, fresh								
2	125	kilo	FISH, bangus, fresh								
3	140	kilo	FISH, bodboron, fresh								
4	145	kilo	FISH, tamarong, fresh								
5	160	kilo	Fish, Ticab, fresh								
6	50	kilo	FISH, Dried, Pinikas								
7	50	kilo	Shell/Tahong green shell, fresh								
8	50	kilo	Squid, tarorot, fresh								
			<b>Other Specifications:</b>								
			Food items must be delivered in their natural, fresh state; any unusual discoloration must be avoided and free of any odor or visible mold. It must be safe and suitable for human consumption and adhere to quality standards. The supplier must replace any items that are spoiled or do not meet the quality as delivered.								
			> Delivery of goods will be on a weekly basis or as needs arises								
<b>TOTAL</b>											
Approved Budget for the Contract: Php 252,850.00 ✓				"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.

REINAFLOR C. VISTO  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier/Authorized Representative over Printed Name

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

RFQ No.: DSWD7-2025-0618Date: 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
<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	<b>A 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