



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. : DSWD7-2025-0619 ✓
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, 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: _____


REINAFLORE 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.: DSWD7-2025-0619 ✓
 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, Cebu City				
			GRAINS & CEREALS ✓				
1	2	sack	FLOUR , All-purpose, 25 kilos per sack, good quality				
2	2	pack	RICE , Pilit, 50 kilos/sack, good quality				
3	3	sack	BEANS , Green mung, 25 kilos per sack, good quality				
			CANNED GOODS ✓				
4	300	tin	CANNED BEEF LOAF , at least 150 grams/tin				
5	300	tin	CANNED CORNED BEEF , at least 150 grams/tin				
6	300	tin	CANNED LUNCHEON MEAT , at least 150 grams/tin				
7	200	tin	CANNED PORK & BEANS , at least 170 grams/tin				
8	200	tin	CANNED SARDINES , at least 155 grams/tin				
9	300	tin	CANNED SAUSAGE , at least 90 grams/tin				
			OTHER GROCERY PRODUCTS ✓				
10	15	pack	BAKING POWDER , at least 100 grams/pack				
12	50	pack	BEVERAGE , Chocolate Malt, at least 1 kilo per pack				
13	120	pack	BISCUIT , variety (either crackers or with fillings), at least 10 pieces per pack				
14	180	loaf	BREAD , white, sliced, superloaf				
15	12	pack	Cereal , for infant, wheat banana/rice flavor, at least 120 grams/pack				
16	35	bar	Cheese , cheddar, processed, at least 160 grams/bar				
17	10	gallon	CATSUP , 1 gal, Tomato/Banana, good quality, known brand				
18	12	pack	Cocoa powder , 500g/pack				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
19	12	pack	COFFEE , twin pack, 3-in-1, 10sachets/pack				
20	250	tray	EGG , white, fresh, large in size, 30pcs per tray				
21	15	kilo	LANDANG , 1kg				
22	45	kilo	LUMPIA WRAPPER , large, 25pcs/pack, good quality				
23	2	gallon	Lye Water , for kutsinta, at least 3.6L/gallon				
24	20	pack	MARGARINE , 1 kilo/pack				
25	50	pack	Juice , Powdered Drink, at least 250grams/pack, orange/ pineapple/ mango/ lemon iced tea				
26	50	can	MILK , condensed, at least 380g/can				
27	50	can	MILK , evaporated, at least 365ml/can				
28	60	pack	Milk , Powdered, fortified drink, with high calcium and iron, at least 840g/pack				
29	30	pack	NOODLE , Bihon, at least 1 kilo/pack, good quality				
30	15	kilo	NOODLE , Canton, Pansit, at least 1kilo/pack, good quality				
31	20	kilo	NOODLE , Fresh Miki, at least 1 kilo per pack				
32	6	box	NOODLE , Instant, assorted flavor (Beef/ Chicken/ Pork), at least 55 grams/pouch, 72/box				
33	20	kilo	NOODLE , Sotanghon, at least 1 kilo/pack, good quality				
34	30	kilo	NOODLE , Spaghetti 1 kilo/pack				
35	60	gallon	OIL , cooking, 1 gallon, good quality				
36	1	pack	SAGO , 1kg per pack				
37	10	gallon	SAUCE , soy, 1 gallon, known brand				
38	15	pouch	SAUCE , Tomato, 1 kilo/pouch, known brand				
39	20	pouch	SAUCE , Spaghetti, Filipino style, 900g/pouch, known brand				
40	25	pack	STARCH , Corn, at least 200 grams/pack				
41	2	sack	SUGAR , Brown, Centrifugal (Central), at least 50 kilos per sack				
42	1	sack	SUGAR , Refined (white), 50 kls/sack				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost				
43	10	gallon	VINEGAR, 1 gallon, good quality								
			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 of goods will be on a weekly basis or as needs arises								
TOTAL											
Approved Budget for the Contract: Php 306,328.00 ✓				"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.


REINAFIOR C. VISTO
 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.: DSWD7-2025-0619Date: 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