



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. : DSWD7-2023-0747

Date : June 6, 2023

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) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 13, 2023 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 **Once in every two weeks(Wednesday, if falls on holiday, delivery will be on the next working day during office hours, between 9AM to 4PM)**
4. Place of Delivery: **LSWDO - Argao, Cebu**
5. Terms of Payment: **within 30 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: \_\_\_\_\_

*Bonaparte D. Casenas II*  
**BONAPARTE D. CASEÑAS II**  
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.**



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

Annex A

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

RFQ I      DSWD7-2023-0747  
 Date:      June 6, 2023

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: For LGU - Argao, Cebu</b>				
1	33,288	piece	EGG, fresh, white and firm; clean and free from stains; not broken; free from foul odors; large in size				
2	2,774	pack	RICE, well-milled; white; whole grain; free from abnormal discoloration, flavors, odors, insects and mites; machine sealed using clear and thick plastic; 2 kg per pack				
3	5,548	pack	MACARONI, elbow; 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 3years; at least 200 gms per pack				
4	11,096	pack	CHEESE, processed, bar; 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 5years; at least 45gms per pack				
5	5,548	pouch	COOKING OIL, transparent without any sediment; no cuts and holes; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3years; at least 80 ml per pouch				
6	11,096	pouch	CATSUP, banana and non spicy; no cuts and holes; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3years ; at least 100 gms per pouch				
7	11,096	sachet	POWDERED TABLEYA, 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 3years ; at least 15gms per sachet				
8	22,192	sachet	POWDERED MILK, 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 5years; at least 33gms per sachet				
9	2,774	box	PANCAKE MIX, 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 3years; at least 180gms per box				
10	11,096	tin	CANNED BEEF LOAF, non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 90gms per tin				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
11	11,096	tin	CANNED CORNED BEEF, non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5years; at least 90gms per tin				
			<b>Additional Specifications:</b>				
			a.) All food items must be in good quality, no abnormal discoloration, no foul smelling odor and molds; packaging of items is free from holes, tears and foreign objects; and safe and suitable for human consumption.				
			b.) Supplier will provide a plastic or carton egg tray, packed and labelled per CDC (Child Development Center). Egg trays must be tied securely using plastic twine and file of 10 trays per stacking				
			c.) All food items must be delivered on the specified delivery date. To avoid shortage, supplier must bring extra quantity of food items.				
			d.) Defective or spoiled items must be replaced by the supplier on the same day (e.g. broken egg/s, spilled oil, dented canned goods).				
			e.) Prices are inclusive of the following				
			<b>e.1) Packaging Materials:</b> Rice must be packed using thick and durable plastic with due consideration of the transportation				
			<b>e.2) Final Packaging:</b> Food items must be labelled per CDC (Child Development Center) and must be placed in a clean and durable eco bag or sako bag (with label DSWD VII SFP written) 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.				
			<b>e.3) Delivery:</b> Delivery point will be at LSWD Office, once in every two weeks (Wednesday, if falls on holiday, delivery will be on the next working day) during office hours, between 9AM to 4PM (annex will be provided for delivery schedule reference).				
			f.) The winning supplier will provide specific time schedule for the delivery of the goods per LGU to the End-user at least 2-weeks before the start of delivery. Winning supplier is advised to strictly follow the schedules date and time of delivery to avoid refusal of acceptance or imposition of liquidated damages.				
			g.) The winning supplier must provide extra manpower during the delivery for unloading the goods				
			h.) The winning supplier must bring their own digital weighting scale during the delivery of goods.				
			i.) The winning supplier must fully comply 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.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			j.) Participating bidder must attached at least 2 Certificates of Very Satisfactory Performance from any LGUs/ Office previously engaged. And a Very Satisfactory Performance Evaluation from SFP Focal Person, if participating bidder has previous engagement with the program.				
			k.) 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 1,958,444.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SUPPLEMENTARY FEEDING PROGRAM</b>							

PURPOSE : Provision of food for Cyle 13 children beneficiaries,

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

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 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.: DSWD7-2023-0747Date: 06/06/2023

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 (CSO), Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSO, 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 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	
	2.2 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.	
<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

## CERTIFICATE OF POSTING

This is to certify that, \_\_\_\_\_, of Department of Social Welfare and Development -- Field Office VII (DSWD-FOT), has been allowed and successfully posted advertisement or Invitation to Bid/Request for Quotation for the \_\_\_\_\_, of \_\_\_\_\_ to wit:

Name of Office/Establishment	Name of In-charge, Position and Signature	Date of Posting

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 award*

Signature:

Name of Authorized Representative:

Position:

Date:




REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:
  - a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
  - b. *[Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]* None of us has any related business to the Community-based Projects being procured at hand.
  - c. *[Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.]* The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business



4. *[Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups]* Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.
5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (*Estafa*) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF COMMUNITY OR SOCIAL  
GROUP REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



**STATEMENT OF COMMUNITY GROUP'S  
COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE  
BID OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS  
SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID**

<b>Name of the Completed Contract</b>	<b>Contract Date</b>	<b>Period/ Duration/ Delivery Date</b>	<b>Amount Involved</b>	<b>Definition or description of the project or major categories of work</b>	<b>Supporting Documentary Proofs (e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex " - "</b>

[Insert NAME OF COMMUNITY OR SOCIAL  
GROUP REPRESENTATIVE]  
[Insert signatory's legal capacity]