



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. : DSWD7-2022-1023-B
Date : September 2, 2022

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 **September 7, 2022 at 5:00PM.**

Very truly yours,


ROSARIO R. BACONG

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 **Every Monday or first working day once every two (2) weeks.**
- Place of Delivery: **LSWDO - Tagbilaran City Bohol**
- Terms of Payment: **within 30 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: _____


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: _____

RFC DSWD7-2022-1023-B
 Date September 2, 2022

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: For LGU - Tagbilaran City, Bohol				
1	5,596	pack	Rice , well-milled (white); whole grain; free from abnormal discoloration, flavors, odors, insects and mites; safe and suitable for human consumption; <i>1.5 kilos per pack</i>				
2	82,541	piece	Egg , white; firm; clean and free from stains; not broken; free from foul odors; medium in				
3	5,596	pack	Monggo , natural green in color; good quality; no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 200 grams per pack				
4	11,192	pack	Pansit Misua , good quality; no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 100 grams per pack				
5	1,399	pack	Brown Sugar , no abnormal odor; free from molds, discoloration, insects and mites; safe and suitable for human consumption; packed in polypropylene plastic; machine sealed; 125 grams per pack				
6	12,591	pouch	Cooking Oil , transparent without any sediment; safe and suitable for human consumption; has label and must indicate the manufacturing and expiration dates; known brand must exist in the market for at least 5				
7	12,591	tin	Canned Tuna , flakes in oil or corned tuna; unflavored; non-spicy; no dents and rust; safe and suitable for human consumption; has label and must indicate the manufacturing and expiration dates; known brand and must exist in the market for at least 5 years; 85-100 grams per tin				
			Additional Specifications:				
			1.) All food items must be in good quality; free from abnormal discoloration, foul smelling odor and molds; safe and suitable for human consumption.				
			2.) Supplier will provide a plastic or carton egg tray for eggs and packed per CDC (Child Development Center).				
			3.) All food items must be delivered on the same day. To avoid shortage, the supplier must bring extra quantities of food items.				
			4.) Defective or spoiled items must be replaced by the supplier on the same day (e.g. broken egg/s, spilled oil, dented canned goods).				
			5.) Prices are inclusive of the following				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			5.a) Packaging Materials: Food items must be packed according to classification using durable clear plastic(polypropylene) with due consideration of the transportation especially the rice and monggo. Pansit misua and brown sugar.				
			5.b) Final Packaging: It must be labelled per CDC (Child Development Center) and must be placed in a clean and durable eco bag or "sako" bag 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				
			5.c) Delivery: ✧ The winning supplier must provide a specific time schedule for the delivery of the goods in the LGU in coordination with the end-user prior to the start of the delivery and implementation. ✧ Winning supplier to strictly follow the agreed scheduled date and time of delivery. Non-compliance means refusal of acceptance and imposition of liquidated damages.				
			6.)The winning supplier will provide extra manpower during the delivery for unloading the goods				
			7.) The winning supplier must bring their own digital weighing scale during the delivery of				
			8.) Participating supplier must attach at least one (1) Certificate of Very Satisfactory Performance from the LGUs / Office / Establishment previously engaged				
			• 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: Php1,808,207.50				"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 food items for the Children beneficiaries of SFP Cycle 12 implementation in TAGBILARAN CITY, BOHOL.

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.: **DSWD7-2022-1023B**
 Date: **September 2, 2022**

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. 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.	
	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

CERTIFICATE OF POSTING

This is to certify that, _____, of Department of Social Welfare and Development – Field Office VII (DSWD-FO7), 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**

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

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