



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. : DSWD7-2024-0722 ✓  
 Date : June 3, 2024

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, 2024 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 **on August 13 and October 8, 2024, and if date falls on a holiday, delivery will be on the next working day during office hours, between 8 a.m to 4 p.m.**
- Place of Delivery: LGU - GUINDULMAN, 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: \_\_\_\_\_

**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.**



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

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

RFQ No.: DSWD7-2024-0722  
 Date: June 3, 2024

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>LGU - GUINDULMAN, BOHOL</b>				
1	7,344	piece	<b>EGG</b> , white; firm; clean and free from stains; not broken; free from foul odors; <b>large in size or at least 60.1 grams</b>				
2	1,224	pack	<b>RICE</b> , well-milled; white; whole grain; free from abnormal discoloration, molds, flavors, odors, insects and mites; <b>1 1/2 kg per pack</b>				
3	3,672	pack	<b>SOTANGHON NOODLES</b> , thin and translucent, packed free from cuts and holes, free from abnormal discoloration, flavors, odors, insects and mites; has label and must indicate the manufacturing or expiration dates; <b>at least 45 gms per pack</b>				
4	3,672	pouch	<b>COOKING OIL</b> , transparent without any sediment; no cuts and holes; has label and must indicate the manufacturing or expiration dates; <b>at least 80 ml per pouch</b>				
5	7,344	sachet	<b>POWDERED TABLEYA</b> , no cuts and holes, free from abnormal discoloration; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 3 years; <b>at least 15gms per sachet</b>				
6	3,672	box	<b>PANCAKE / HOTCAKE MIX</b> , 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 3 years; <b>at least 180gms per box</b>				
7	7,344	tin	<b>CANNED BEEF LOAF</b> , non spicy; no dents and rust; has label and must indicate the manufacturing or expiration dates; known brand in the market for at least 5 years; <b>at least 90gms per tin</b>				
			<b>TOTAL</b>				
			<b>Additional Specifications:</b>				
			a. All food items must be in good quality, free from abnormal discoloration, foul smelling odor and molds; safe and suitable for human consumption.				
			b. Supplier will provide plastic or carton egg tray, packed and labelled per CDC (Child Development Center). Eggs trays must be tied securely using plastic twine and file of 10 trays per stacking. Trays will no longer be returned during delivery.				
			c. All food items must be delivered completely at the designated delivery point as scheduled. To avoid shortage, supplier must bring extra quantity (buffer) of each food items.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			d. Defective or spoiled items must be replaced immediately by the supplier on the same day (e.g. broken egg/s, spilled oil, dented canned goods, tear/holes in plastic packaging).				
			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 and handling.				
			<b>e.2 Final Packaging:</b> Food items must be placed in a clean and durable eco bag or sako bag (with Label "DSWD-SFP") to be provided by the supplier per CDC on the first delivery and to be re-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 on <b>August 13 and October 8, 2024</b> , and if date falls on a holiday, delivery will be on the next working day during office hours, between 8 a.m to 4 p.m.				
			f. The winning supplier must provide specific time schedule for the delivery of the goods per LGU to the End-user atleast 2-weeks before the start of delivery. Winning supplier is advised to strictly follow the scheduled date and time of delivery, to avoid refusal of acceptance or imposition of liquidated damages.				
			g. The winning supplier should provide extra/additional personnel during the delivery and for the unloading of goods.				
			h.) The winning supplier should bring a digital weighing scale during the delivery of goods.				
			i.) The winning supplier must fully comply to 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.				
			j.) Participating bidder must attach at least two (2) Certificates of Very Satisfactory Performance from any LGUs / Office and atleast one (1) Very Satisfactory Performance Evaluation from SFP Focal Person for service provider previously engaged with the program within the last three (3) years. Provided however, the participating bidder must not have a dissatisfactory performance within the last three (3) years from any procuring entity.				
			k.) Mode of payment: <i>Monthly, every after submission of complete and correct sales documents (Delivery Receipt and Sales / Charge Invoice) by the Service Provider.</i>				
<b>Approved Budget for the Contract: Php 653,616.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>SUPPLEMENTARY FEEDING PROGRAM</b>							
<b>PURPOSE : Provision of hot meals (Dry Ration) for Cycle 14 children beneficiaries.</b>							

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

  
**REINARD C. VISTO**  
Canvasser

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

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

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

RFQ No.: DSWD7-2024-0722Date: 06/03/2024

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	A <b>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

**Appendix "1"**

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]

**Appendix "2"**

**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]