



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2023-1653
 Date : December 22, 2023

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Registration 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.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 27, 2023 at 1:00PM.**

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 **within 15 days calendar from receipt and conformity of Purchase Order.**
4. Place of Delivery: **Regional Warehouse, AVRC II Compound Camomot Franza Rd., Brgy. Labangon.**
5. Terms of Payment: **within 15 days from the receipt of billing statement.**
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. CASEÑAS II
 Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



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

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No. **DSWD7-2023-1653**
 Date: **December 22, 2023**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	111,000	sachet	Supply and Delivery of Instant Coffee Mix (3-in-1)				
			Type	Instant Coffee Mix, 3-in-1 Mix (Coffee, Sugar, and Creamer)			
			Unit of Measure	Sacket			
			Weight	At least 20 grams per sachet			
			Label/ Marketing Requirements	Certification: Certified Halal Product printed on the product label. Nutrition Information: With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Label of Prepackaged Food Products Distributed in the Philippines." Expiration Date (to be printed on the packaging)			
			Packaging	In strips of 5 or 10 sachets			
			Expiration	Should indicate Expiry Date of not less than One (1) year from the date of delivery			

Item No.	Quantity	Unit of Measure	Articles / Descriptions		Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Shelf Life	Must have a shelf life of not less than 1 year from the time of delivery.				
			No. of Years in the market	The brand must be existing in the Philippines Market for at least 5 years. Supplier to submit certification from the manufacturer that the product has been in the market for at least five (5) years.				
			FDA Certification	Submit a copy of the latest Food and Drug Administration (FDA) Certificate of Product Registration showing issuance and Expiry Date				
			Others	Damaged or defective items/goods shall be replaced within 15 days upon receipt by the supplier of the notice to replace from the Labangon Regional Warehouse				
				Replacement period for damaged or defective items/goods shall be within 6 months from the delivery date				
				Sachets must be packed in boxes				
				Supplier must provide manual labor to unload and palletize the goods upon delivery.				
				Supplier should have at least 2 very satisfactory rating in the performance evaluation within the last 3 years.				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Place of Delivery	Cebu Regional Warehouse, AVRC II Compound, Camomot Franza Rd. Brgy. Labangon Cebu City.			
			Delivery Schedule	Within 15 days after the receipt of the Purchase Order			
			Payment:	Payment Shall be processed after delivery is completed and submission of complete and correct sales documents (Delivery Receipt and Sales/Charge Invoice) by the supplier			
Approved Budget for the Contract: Php 999,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: DRMD							
PURPOSE : As Component for the Production of Family Food Packs							

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


BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name

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