



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

**REQUEST FOR QUOTATION
 NP-SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0722-B
 Date : July 10, 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.

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**, **Income Tax Return & 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 **July 15, 2024 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 **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.**
4. Place of Delivery: LGU - GUINDULMAN, BOHOL
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: _____


REINAFLORE C. VISTO
 Canvasser

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

 Signature of Supplier/Authorized Representative
 over Printed Name



RFQ No.: DSWD7-2024-0722-B
Date: July 10, 2024

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No.: _____
TIN: _____

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:				
			LGU - GUINDULMAN, BOHOL				
1	7,344	piece	EGG , white; firm; clean and free from stains; not broken; free from foul odors; large in size or at least 60.1 grams				
2	1,224	pack	RICE , well-milled; white; whole grain; free from abnormal discoloration, molds, flavors, odors, insects and mites; 1 1/2 kg per pack				
3	3,672	pack	SOTANGHON NOODLES , 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; at least 45 gms per pack				
4	3,672	pouch	COOKING OIL , transparent without any sediment; no cuts and holes; has label and must indicate the manufacturing or expiration dates; at least 80 ml per pouch				
5	7,344	sachet	POWDERED TABLEYA , 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; at least 15gms per sachet				
6	3,672	box	PANCAKE / HOTCAKE 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 3 years; at least 180gms per box				
7	7,344	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 5 years; at least 90gms per tin				
			TOTAL				
			Additional Specifications:				
			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:				
			e.1 Packaging Materials: Rice must be packed using thick and durable plastic with due consideration of the transportation and handling.				
			e.2 Final Packaging: 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.				
			e.3 Delivery: Delivery point will be at LSWD Office 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.				
			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>				
Approved Budget for the Contract: Php 653,616.00				"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 hot meals (Dry Ration) for Cycle 14 children beneficiaries.							

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

REINAF LOR C. VISTO
Canvasser

Signature of Supplier/Authorized Representative over Printed