



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

RFQ No. : DSWD7-2023-0764A
 Date : September 21, 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 supplier/s are required to submit true copies of their valid Mayor's Permit, Philgeps Registration Number upon submission of quotation/s. An omnibus Sworn Statement is required prior to award.

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 **September 25, 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 9:00 AM to 4:00 PM**
4. Place of Delivery: **For Delivery to LGUs of Siquijor Province: Lot 1 - Larena**
5. Terms of Payment: **within 30 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. DSWD7-2023-0764A

Date: September 21, 2023


Item No.	Quantity	Unit of Measure	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 - Siquijor Province Lot 1 - Larena				
1	7,848	piece	EGG, fresh, white and firm; clean and free from stains; not broken; free from foul odors; large in size				
2	654	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	1,308	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	2,616	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	1,308	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	2,616	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				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
7	2,616	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	5,232	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	654	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	2,616	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				
11	2,616	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				
			<p>Additional Specifications:</p> <p>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</p> <p>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</p> <p>c.) All food items must be delivered on the specified delivery date. To avoid shortage, supplier must bring extra quantity of food items.</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>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).</p> <p>e.) Prices are inclusive of the following</p> <p>e.1) Packaging Materials: Rice must be packed using thick and durable plastic with due consideration of the transportation</p> <p>e.2) Final Packaging: 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.</p> <p>e.3) Delivery: 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)</p> <p>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 strickly follow the schedules date and time of delivery to avoid refusal of acceptance or imposition of liquidated damages.</p> <p>g.) The winning supplier must provide extra manpower during the delivery for unloading the goods</p> <p>h.) The winning supplier must bring their own digital weighting scale during the delivery of goods.</p> <p>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.</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>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.</p> <p>k.) Mode of payment: Monthly after submission of complete and correct sales documents (Delivery Receipt and Sales/Charge Invoice) by the Supplier.</p>				
Approved Budget for the Contract: Php 461,724.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SFP							
PURPOSE : Provision of Food for Cycle 13 Children Beneficiaries.							

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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