

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

**RFQ No.:** 25-0016-NP-CP

**Date:** 4 Feb 2025

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_  
**PhilGEPS Reg. No.:** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	60	sack	<b>RICE, COMMERCIAL GRADE, PREMIUM, LONG GRAIN, 50 kg</b>			
			<b>****PLEASE SEE TERMS OF REFERENCE ATTACHED****</b>			
			<b>*****NOTHING FOLLOWS*****</b>			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 180,000.00</b>			

**PURPOSE:** PSD/HG - HFG - Supply and Delivery of Food Supplies (Rice) for 1st Semester 2025

**PR No.** 2025-02-0016

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

**ARNEL V. RADAZA**  
 Procurement Officer

\_\_\_\_\_  
**Supplier**  
 Signature over Printed Name

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No. :** \_\_\_\_\_  
**Philgeps Reg. No. :** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_

**RFQ No.** 25-0016-NP-CP  
**Date:** 04-Feb-25

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 basis for non – compliance. Also, 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.

**As a condition for award, you will be required to submit the following eligibility requirements:**

\* **ACCOMPLISHED QUOTATION, and**

**Organized Community or Social Groups**

**LEGAL REQUIREMENTS**

- a. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples’ Organizations that are compliant with the requirements of a CSG, registration from NGAs446 or LGUs,447 and
- b. A sworn affidavit (Appendix “1”) executed by the head or its authorized representative that affirms that:
  - 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
  - ii. 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 REQUIREMENTS**

- c. 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, or implement the Simple Infrastructure Projects, at an equal or higher established standards. 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**

- d. 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.  
For Organized CSG that has participated in any government Community based Project for the past two (2) years:
- e. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter’s ITR or Business Tax Return; and
- f. 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.

**Note:**Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than **5:00 PM on FEBRUARY 10, 2025**.

Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

**ARNEL V. RADAZA**  
DSWD 10 Procurement Officer

**Terms and Conditions:**

- 1. Award shall be made on per:  ~~Item Basis~~  Total Quoted Price  Lot Basis
- 2. Quotation validity shall be: **6 Months**
- 3. Goods/Services shall be delivered/conducted within **15-30 working days upon receipt of PO**
- 4. Place of Delivery **DSWD Field Office 10**
- 5. Delivery Term: **Cut-off Time for Deliveries during Office Hours**  
**8 AM - 4 PM - Monday to Thursday**

**8 AM - 12 NN - Friday**

For delivery arrangements, please contact the Contract Implementation Unit to confirm the schedule.

Mai2x - **09954312982**

Nadj - **09286163107**

Froilan - **09519204261**

6. Terms of Payment: **15-30 days after the inspections**

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**

*one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) of*

8. For goods, please indicate brand, model and country of origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty \_\_\_\_\_

11. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.

12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at

**ARNEL V. RADAZA**

Procurement Officer

\_\_\_\_\_  
**Supplier**

Signature over Printed Name

**Quotation No:** 25-0016-NP-CP

**Items:** RICE, COMMERCIAL GRADE, PREMIUM, LONG GRAIN, 50 kg

**Purpose:** PSD/HG - HFG - Supply and Delivery of Food Supplies (Rice) for 1st Semester 2025

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser

**TERMS OF REFERENCE**

**NOTE:**

Free Delivery to target sites/LGUs (attached areas)

Service Provider shall indicate/specify the brand name of the product, manufacturing/production date, best before/expiry date & nutrition information

**TERMS:**

**A. PRICE:** Prices stated in the PR are inclusive of delivery cost, labor cost and packaging cost.

**B. DELIVERY SITES:**

1. Within LGU identified drop off areas.

2. Provide 3-5 staff including Point Person/Quality Controller to manage the delivery that includes hauling and ensuring that all tetra packs delivered were in good condition

**C. DELIVERY:** Within the attached schedule of delivery and timeline.

**D. PACKAGING:** 180-200ml packed in pouches made of layers of plastic and/or bottles.

**E. STORAGE AFTER DELIVERY:** Provide cleaned styroboxes with full of ice that maintains cold temperature of fresh milk.

**F. INSPECTION AND FINAL ACCEPTANCE:** Inspection (DSWD Inspection Committee), Final Acceptance (by the DSWD Acceptance Committee) shall be done in the Pantawid Office or identified drop off areas per LGU and shall be presented in every delivery to C/MAT Inspector and Acceptor.

**G. PROOF OF DELIVERIES:** (Delivery Receipts/Acknowledgement Receipts/Tally Sheets) must be signed by authorized person to support claims for payment.

**H. PAYMENT TERMS:** Payment will be made within 45 working days upon submission of complete and correct SFP Milk Feeding Program documents for payment and liquidation process.

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:

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]