

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 and register for free."

RFQ No.: 25-0590-NP-CP
Date: 28 Apr 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
	125	Kg	125 Kg CASSAVA (REPLE)			
	80	Loaf	SLICED BREAD (reple)			
	57.1428	Kg	BANANA - SABA (REPLE)			
	80	Kg	Sweet Potato/Camote (reple)			
	50	Kg	BENIGNITON (REPLE)			
	500	pc	PERISHABLE, SUMAN Pilit			
	50	pack	JUICE, POWDER, 250g /25 g			
	5	gal	ICE CREAM, 4L (REPLE)			
	5	Layer	CAKE (chocolate cake) (REPLE)			
	5	Layer	CAKE (REPLE)			
	500	pc	PERISHABLE, SUMAN Bolanghoy			
	400	Pc	KUTSINTA (reple)			
	400	Pc	ENSAYMADA (reple)			
	400	Pc	PUTO CHEESE (reple)			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 51,850.00			

PURPOSE: FOOD SUPPLIES (REPLE), CHARGE TO DRF 2025
PR No. 2025-04-0590

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. RABAZA
Procurement Officer

Supplier
Signature over Printed Name

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

RFQ No. 25-0590-NP-CP
Date: 28-Apr-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 “I”) 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 bae.fo10@dswd.gov.ph not later than _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

5:05 PM MAY 05 2025

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: 25-0590-NP-CP
Items: 125 Kg CASSAVA (REPLE)
Purpose: FOOD SUPPLIES (REPLE), CHARGE TO DRF 2025
PR No.

Company Name	Representative	Position / Designation	Date	Signature

Canvasser