

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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. 22- 0370 -NP-SV  
Date: 04/28/22

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
			<b>COOKING UTENSILS</b>			
	32	Piece	<b>a. Carajay/Frying Pan/Wok</b>			
			<b>Specification: Diameter : atleast 20 in; Size: Number 2;</b>			
			<b>Material: Aluminum (double handled)</b>			
	32	Piece	<b>b. Kaldero/Pot/Casserole</b>			
			<b>Specification: Length: Diameter atleast 13.5", Height : atleast 9.75 in;</b>			
			<b>Material: Aluminum; Size: number 1; Design: double-handled</b>			
	32	Piece	<b>c. Serving Ladle/Soup Ladle</b>			
			<b>Specification: Length: from tip to scooper atleast 24cm;</b>			
			<b>Diameter of scooper: atleast 4 inches; Material: metal;</b>			
	32	Piece	<b>d. Chopping Board</b>			
			<b>Specification: Rectangular in shape, White in color,</b>			
			<b>Material: Plastic; width-height-length: 25cmx1cmx35cm</b>			
	32	Piece	<b>e. Knife</b>			
			<b>Specification: chef's knife, stainless steel blade of appropriate grade, wood</b>			
			<b>or plastic handle, length is 8" minimum, blade base min</b>			
			<b>of 1.5mm measured at the middle of the blade (thickness)</b>			
	100	Piece	<b>f. Basin</b>			
			<b>Specification: 60 cm diameter x 15.5 cm height (23.62 in)</b>			
			<b>Material: Aluminum</b>			
			*****NOTHING FOLLOWS*****			

NOTE:  
 A. Price: Prices stated in this PR are inclusive of delivery costs  
 B. Delivery Sites:  
 1. Municipalities in Lanao del Sur (Free delivery to sites)  
 2. Delivery schedule is 7 days after NTP prior to the delivery of the food items.  
 C. Delivery: Within the attached schedule of delivery and timeline, one-time delivery only.  
 D. Packaging: The packaging of the items should be done by the supplier. Labor cost for packaging should also be shouldered by the supplier. The number of items per pack is specified in the delivery schedule as attached.

G. Inspection and Final Acceptance: Inspection (DSWD Inspection Committee), Final Acceptance (by the End-User in the presence of PS-CMD representative) shall be done in the warehouse of the awarded supplier.

H. Proof of Delivery: The Delivery Receipts/Acknowledgment Receipts/Tally Sheets must be signed by authorized person to support claims for payment.

I. Payment Terms: Payment will be made within 60 working days upon submission of complete and correct supporting documents of the total monthly deliveries.

J. Breakdown: Breakdown per item of quantity per drop off areas/delivery sites referring to the Distribution Sheet provided by the end-user


Approved Budget for the Contract

(ABC): PhP 130,000.00

PURPOSE: BANGUN- For the implementation of the 180 days feeding program under 2022 BangUn Project

PR No. 22-04-0370

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.: 22- 0370 -NP-SV  
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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 your Mayor's/Business Permit. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPs Registration Number.**

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – BAC Secretariat at 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 \_\_\_\_\_ of \_\_\_\_\_. 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 \_\_\_\_\_
3. Goods/Services shall be delivered/conducted within \_\_\_\_\_
4. Place of Delivery DSWD Field Office 10
5. 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.

6. Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to 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 the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.*
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
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