

**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.** 23-0292-NP-SVP  
**Date:** 17-Mar-23

**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
	50	sack	Commercial Rice Premium-long grain, 50kls			
	250	can	SARDINES-155g, in tomato sauce			
	300	can	CORNED BEEF-215g			
	300	can	BEEF LOAF 215g			
	50	can	ALL PURPOSE CREAM 300g			
	30	kg	BIHON super premium-1000g			
	20	kg	SOTANGHON			
	40	pack	SPAGHETTI MEAT SAUCE,380g			
	30	pc	CHEESE CHEDDAR 165g.			
	24	pc	BUTTER 100g			
	20	pack	RAISINS 100g			
	60	can	CONDENSED MILK-370ml			
	100	can	EVAPORATED MILK,370ml			
	2	sack	FLOUR ALL PURPOSE-25kg			
	25	can	FRUIT COCKTAIL-432g			
	8	gal	KETCHUP 1/2 gal			
	40	pack	MACARONI PASTA-1000g-elbow			
	20	bot	MAYONNAISE-700ml.			
	20	kg	SALT-IODIZED-1000G			
	20	bot	OYSTER SAUCE-765ml.			
	10	pc	MARGARINE-classic ,240g-			
	351	pack	ASSORTED BISCUIT 10pcs/pck			
	50	pack	SPAGHETTI SAUCE-kl			
	40	pack	SPAGHETTI PASTA-900G			
	40	kg	WHITE SUGAR-1000g			
	75	kg	BROWN SUGAR-1000g			
	12	jug	COOKING OIL-17kl			
	30	can	PINEAPPLE JUICE 1.36LITER ( FOUR SEASON)			
	50	kg	STICKY RICE (PILIT )			
	300	can	LUNCHEON MEAT 360g			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 366,518.94			

PURPOSE: Home for Girls Clients Food supplies

PR No. 2023-03-0292

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

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Supplier

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Signature over Printed Name

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

RFQ No.: 23-0292-NP-SVP  
Date: 17-Mar-23

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 documentary requirements:

\* Accomplished Quotation (for goods or infra)/Proposal (for consulting)

\* Mayor's Permit

\* PhilGEPS Registration No.

\* PCAB license (for infra)

\* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k

\*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

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 [procurement.dswd.fo10@gmail.com](mailto:procurement.dswd.fo10@gmail.com) 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 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. 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.
11. 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."

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
Signature over Printed Name

Republic of the Philippines  
**Department of Social Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

**Quotation No:** 23-0292-NP-SVP  
**Items:** Commercial Rice Premium-long grain, 50kls  
**Purpose:** Home for Girls Clients Food supplies

<b>Company Name</b>	<b>Representative</b>	<b>Position / Designation</b>	<b>Date</b>	<b>Signature</b>

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Canvasser