

**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."

24-0529-NP-  
COMMUNITY  
**RFQ No.:** PARTICIPATION  
**Date:** 24 Apr 2024

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**PhilGEPS Reg. No.:** \_\_\_\_\_

**Company TIN:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			SUPPLY AND DELIVERY OF:			
	120	SACKS	PREMIUM RICE 50 KGS			
			PREMIUM LONG GRAIN RICE, WHITE COLOR			
			<b>SUMMARY OF DELIVERY FOR THE MOU SIGNING AND DELIVERY OF RICE:</b>			
			<b><u>1st DELIVERY- MAY (2ND QUARTER SUPPLY)</u></b>			
			HAVEN FOR WOMEN - 60 SACK OF RICE			
			HOME FOR GIRLS - 60 SACK OF RICE			
			<b><u>2nd DELIVERY - JULY (3rd QUARTER SUPPLY)</u></b>			
			BAHAY SILUNGAN - 60 SACK OF RICE			
			HAVEN FOR WOMEN - 90 SACK OF RICE			
			RSCC - 60 SACK OF RICE			
			HOME FOR GIRLS - 90 SACK OF RICE			
			RRCY - 120 SACK OF RICE			
			<b><u>3rd DELIVERY - OCTOBER (4th QUARTER SUPPLY)</u></b>			
			BAHAY SILUNGAN - 60 SACK OF RICE			
			HAVEN FOR WOMEN - 90 SACK OF RICE			
			RSCC - 60 SACK OF RICE			
			HOME FOR GIRLS - 90 SACK OF RICE			
			RRCY - 120 SACK OF RICE			
			*****NOTHING FOLLOWS*****			

			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 342,000.00</b>			

**PURPOSE:** PSD CRCF - For the Consumption of the clients for the 1st semester 2024

**PR No.** 2024-04-0529

**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:

Email Address:

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 April 29, 2024**. 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

\_\_\_\_\_  
**Supplier**  
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:** 24-0529-NP-COMMUNITY PARTICIPATION  
**Items:** PREMIUM RICE 50 KGS  
**Purpose:** PSD CRCF - For the Consumption of the clients for the 1st semester 2024

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser