

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: DRMD 2022-04-014  
End-user: DRMD-RR0S  
Name of Project: \_\_\_\_\_

RFQ No.: 2022-06-386  
Date: JUN 08 2022  
ABC: ₱990,945.00

**PURCHASE AND DELIVERY OF RAW MATERIALS FOR FAMILY FOOD  
PACKS**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: \_\_\_\_\_

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before JUN 13 2022 12:00NN.

ENRIQUE H. GASCON JR.  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - o **PhilGEPs Platinum Membership (if not available, Please submit the following items a and b)**
    - a. **Updated Mayor's / Business Permit**
    - b. **PhilGEPs Registration Certificate or PhilGEPs Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**
    - o **Official Receipt issued by BIR( a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay**. The Procuring Entity (PE ) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **bacsec.car@dswd.gov.ph**.

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>PURCHASE AND DELIVERY OF RAW MATERIALS FOR FAMILY FOOD PACKS</b>				
	<b>CANNED CORNED BEEF</b> , plain not guisado/chunky/carne norte, non-easy open can, at least 150 grams, HALAL Certified, with nutritional information labels based on DOH AO no. 2014-0030, expiration date must be printed on the product label and not less than two (2) years form the date of delivery, tin can top, bottom and body thickness of 0.14 mm, minimum of 10 beads, The brand must be existing in the Philippine Market for at least 5 years, strictly no rust and dents	12,922	tin		
	<b>CANNED SARDINES</b> , in tomato sauce, not spicy, non easy open can, at least 155 grams, at least 3-4 pieces of sardines or equivalent, length of each cut of sardines must be around 2 ½ - 3 ½ inches or equivalent, HALAL Certified, with printed nutritional information label based on DOH AO No. 2014-0030, expiration date must be printed on the product label and not less than two (2) years form the date of delivery, tin can top, bottom and body thickness of 0.14 mm, minimum of 10 beads, The brand must be existing in the Philippine Market for at least 5 years, strictly no rust and dents	6,317	tin		
	<b>CANNED TUNA</b> , In oil, not Spicy, non easy Open Can/easy open can (easy open if non-easy open tin can is limited or not available in the market), at least 155 grams, HALAL Certified, With Nutritional Information in label based on DOH AO No. 2014-0030, expiration date must be printed on the product label and not less than two (2) years form the date of delivery, tin can top, bottom and body thickness of 0.14 mm, minimum of 10 beads, The brand must be existing in the Philippine Market for at least 5 years, strictly no rust and dents	11,749	tin		
	<b>INSTANT COFFEE</b> , 3 in 1 Mix (Coffee, Sugar and Creamer) At least 20 grams, Certified Halal Product, Certification printed in the product label, With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, expiration date must be printed on the product label and not less than one (1) year form the date of delivery, twin packs are acceptable (One twin pack is equivalent to two sachets) The brand must be existing in the Philippine Market for at least 5 years	16,447	sachet		
	<b>INSTANT CHOCOMALT DRINK</b> , At least 20 grams, Certified Halal Product, Certification printed in the product label, With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, expiration date must be printed on the product label and not less than nine (9) months from the date of delivery, The brand must be existing in the Philippine Market for at least 3 years	16,441	sachet		
	<b>OTHER REQUIREMENTS</b>	COMPLIANCE <i>please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS	
	Bidder shall attach photo of offered products with the quotation	[ ]	[ ]		
	Delivery period is within 5 calendar days upon receipt of Purchase Order.	[ ]	[ ]		
	Replacement of dented/damaged goods must be delivered within 5 working days upon receipt of notification within 3 months warranty period	[ ]	[ ]		
	Delivery place is at DSWD-CAR Regional Warehouse at SN Oriental Building, Palmaville, Puguis, La Trinidad, Benguet	[ ]	[ ]		
<b>TOTAL PRICE</b>					

• Award shall be made per:

Lot basis

Total Quoted Price

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative  
over printed name: \_\_\_\_\_

Name of Firm/Dealer/Contractor: \_\_\_\_\_

(This will be the name of the CHEQUE to be issued)

\_\_\_\_\_  
Name and Signature of Canvasser

Address: \_\_\_\_\_

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

Contact Number/s: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_