

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-11-687

RFQ No.: 2022-11-870

End-user: SFP

Date:

NOV 22 2022

Name of Project:

ABC:

₱220,680.00

**PURCHASE OF ADDITIONAL GOODS FOR THE 12TH CYCLE  
SUPPLEMENTARY FEEDING PROGRAM IN MUNICIPALITY OF  
MAYOYAO, IFUGAO**

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 **NOV 28 2022 12:00NN.**

ENRIQUE H. GASCON JR.  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be REJECTED.
2. For total quoted price, 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](mailto:bacsec.car@dswd.gov.ph).

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	<b>PURCHASE OF ADDITIONAL GOODS FOR THE 12TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN MUNICIPALITY OF MAYOYAO, IFUGAO</b>					
	Egg, medium-size, atleast 30 pieces per tray	364	tray			
	Vegetable Oil, atleast 500ml per pack	160	pack			
	Baking Powder, atleast 50 grams per pack	642	pack			
	Evaporated milk, atleast 250ml per can	320	can			
	Sugar, Brown, atleast 1kg per pack	640	pack			
	Flour, All Purpose, 1kg/pack	320	pack			
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b> <i>please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance</i>			<b>REMARKS</b>	
		Can Comply	Cannot Comply			
	1. Delivery will depend on the release of ECCD Council on the start of classes for Child Development Centers. Any re-scheduling of delivery date will be agreed upon by the C/MSWDO, supplier and SFP staff during calamities, holidays, pandemic and other circumstantial situations.	[ ]	[ ]			
	2. Items must be well-sealed, in its original packaging and must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry must be atleast 12 months from the date of delivery.	[ ]	[ ]			
	3. Supplier should guarantee quality of delivered goods, otherwise items deemed reject should be replaced within the day or a buffer should be ensured every delivery.	[ ]	[ ]			
	4. Supplier is responsible in the loading and unloading of goods to the designated delivery sites. Supplier should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed.	[ ]	[ ]			
	5. Goods are expected to be sanitary, fit for children consumption and recommended to be locally-produced	[ ]	[ ]			
	6. Delivery Site: MSWD Office and identified pick up points by the LGU of Mayoayao, Ifugao.	[ ]	[ ]			
	7. Service Provider must have an Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]			
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>						
						<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

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 Convasser

Address:

Email Address:

Contact Number/s:


hilGEPs Registration Number:



## DELIVERY SCHEDULE FOR GOODS FOR THE MUNICIPALITY OF MAYOYAO

Stock/ Property No.	Unit	Item Description	Qty.	QUANTITY TO BE DELIVERED PER MONTH														
				MONTH 1				MONTH 2				MONTH 3						
				WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3				
1	tray	Egg, medium-size, at least 30 pieces per tray	364	364														
2	pack	Vegetable Oil, at least 500 ml per pack	160	160														
3	pack	Baking Powder, at least 50 grams per pack	642	642														
4	can	Evaporated milk, at least 250 ml per can	320	320														
5	pack	Sugar, Brown, at least 1 kg per pack	640	640														
6	pack	Flour, All Purpose, 1kg/pack	320	320														

Prepared by:

  
**OFELIA B. ADJARO**

Social Welfare Officer II

Reviewed by:

  
**MARY ANN G. BUCIAO**

DIQ PSD CHIEF

Signature :

Printed Name :

Designation :