

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-10-0000 RFQ No.: 2023-10-1279
End-user: RHWG Date: OCT 31 2023
Name of Project: _____ ABC: ₱116,695.00

PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR RHWG-4TH QUARTER FY 2023

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 on or before NOV 08 2023 12:00NN


ENRIQUE M. 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:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for**
 - 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 latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall 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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. 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**.
15. **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.
16. 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

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR RHWG-4TH QUARTER FY 2023					
	All Purpose Cream, 250ml	20	piece			
	Bihon , 400g per pack	15	pack			
	Biscuits, at least 750g, assorted	15	can			
	Butter Cookies, 600g per can	10	can			
	Chocolate drink, powder, 20g per pouch, 12pouch per pack, 42 pack per case	1	case			
	Commercial Rice, 25kg/sack, well-milled	10	sack			
	Cooking oil, 16kg/can	4	can			
	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box	1	box			
	Condensed milk, 300ml per tins, 48 tins per box	1	box			
	Coffee, refill, 100g per pack, 30 packs per box	1	box			
	Coffee, sachet, original, 3 in 1, brown, at least 26 grams per sachet, 240 pieces per case	1	case			
	Creamer, refill, original, 170g/pack, 60 packs per box	1	box			
	Cornstarch, 1kg/pack	8	pack			
	Evaporated milk, 378ml per tins, 48 tins/box	1	box			
	Fruit cocktail, at least 3033g per can	10	can			
	Instant coconut milk, powdered, at least 40g per pack	20	pack			
	Luncheon meat, 350g per tins, 24 tins per box	2	box			
	Malagkit rice, white, good quality, 1kg per pack	15	pack			
	Macaroni elbow, 1kg/pack	15	pack			
	Mayonnaise, 1000ml/tub	8	tub			
	Meat loaf, 150g per tins, 48s tins/box	1	box			
	Oatmeal, at least 800g/pack, instant, quick cook	5	pack			
	Pancit canton, 500g/pack	15	pack			
	Powdered Juice, 200g/pack, assorted flavor	8	pack			
	Powdered milk, fortified, 150g per pack, 72 packs per box	1	box			
	Sinigang mix, at least 40g/pack	10	pack			
	Seasoning mix, at least 150g/pack	10	pack			
	Soy sauce, 1 gallon per container	2	gallon			
	Spaghetti pasta, 950g/pack	10	pack			
	Spaghetti sauce, 1kg/pack	13	pack			
	Sandwich spread, at least 435g, assorted	8	bottle			
	Sardines, mackerel , 155g per tins, 100 tins/box	1	box			
	Sardines, in tomato sauce , 155g per tins, 100 tins/box	1	box			

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	Tomato sauce, 250mg	5	pack			
	Tuna flakes in oil, 175g per tins, 48 tins per box	2	box			
	Patis, 1 gallon per container	3	gallon			
	Whole kernel, at least 425 g / tins	5	tins			
TOTAL PRICE						
	OTHER REQUIREMENTS	COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
	Delivery of Goods is within 10 calendar days after receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[]	[]			
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]			
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES						

• Award shall be made per: Item Basis x Lot Basis

*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.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser