

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-11-889

RFQ No.: 2024-12-1291

End-user: RJJWC

Date: DEC 17 2024

Name of Project:

ABC: ₱165,725.00

**PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR AUGMENTATION TO BAHAY-PAG-ASA PROJECT**

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 DEC 23 2024, 12:00 NN.

RINA CLAIRE L. REYES

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 or Invoice (as applicable) 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 may 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 may 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 25123, 0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto: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)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR AUGMENTATION TO BAHAY-PAG-ASA PROJECT</b>				
1	<b>Powdered chocolate drink</b> -at least 24g per sachet -12 sachet / tie	30	tie		
2	<b>Fortified Powdered Milk Drink</b> -at least 33g per sachet -10pcs / tie	30	tie		
3	<b>Powdered Juice</b> -1 liter / 20g per sachet -12 sachet/tie  Flavors: Apple - 5 ties Dalandan - 5 ties Orange Mango - 5 ties	15	tie		
4	<b>Sugar</b> -Brown -1k per pack	10	pack		
5	<b>Cereal Drink</b> -40g / sachet -10 sachet / tie  Flavor: Vanilla - 15 ties Chocolate - 15 ties	30	tie		
6	<b>Wafer Sandwich</b> -Flat wafers -27g / piece -10 pcs per pack -Flavors: Assorted Flavors	40	pack		
7	<b>Cracker Sandwich</b> -with filling -30g / pc -10 pcs / pack  Flavors: Chocolate - 20 packs Condensada - 20 packs	40	pack		
8	<b>Bread Sticks Biscuit</b> -20g / pc -10pc / pack  Flavors: Original - 20 packs Cheese - 15 packs	35	pack		
9	<b>Sardines in Tomato Sauce</b> -at least 155g per can -100 cans / box	15	box		
10	<b>Corned Beef</b> -at least 150g per can -at least 48 cans per box	15	box		
11	<b>Meat Loaf</b> -150g / can -at least 48 cans per box	15	box		
12	<b>Beef Loaf</b> -150g / can -At least 48 cans per box	15	box		
13	<b>Pancit Canton</b> -Instant Noodles -Multi-pack, 480g (6pcs)  Flavors: Kalamansi - 10 packs Sweet and Spicy - 10 packs Chilimansi - 10 packs	30	pack		
14	<b>Instant Mami Noodle Soup</b> -Multi-pack, 6 x 55g packs (330 grams)  Flavor: Beef - 15 packs Chicken - 15 packs	30	pack		
15	<b>Flour</b> -all purpose -1kg / pack	20	pack		
16	<b>Flour</b> -all purpose -25kg / sack	3	sack		

17	<b>Vinegar</b> -White Vinegar -1 L / bottle	10	bottle		
18	<b>Soy Sauce</b> -1 L / bottle	10	bottle		
19	<b>Cooking Oil</b> -Variant: Vegetable Oil -Size: 1 L -Packaging: bottle	15	bottle		
20	<b>Salt</b> -Iodized -500g / pack	10	pack		
21	<b>Misua Noodles</b> -at least 200g / pack -Thin noodles	15	pack		
22	<b>Instant Coffee</b> -3 in 1 Instant Coffee, 52 grams / sachet -10 sachet per tie -made with robusta beans -twin pack -high Intensity	10	tie		
23	<b>Tuna in Can</b> -at least 155g / can  Flavor: Adobo - 50 cans Afritada - 50 cans Paksiw - 50 cans Caldereta - 50 cans	200	can		

**TOTAL PRICE**

	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>
		<b>Can Comply</b>	<b>Cannot Comply</b>	
	<i>Delivery of Goods is within <b>10 calendar days</b> 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.</i>	[ ]	[ ]	
	<i>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</i>	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• 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 Convasser

