

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

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2025-10-950
End-user: RHWG
Name of Project:

RFQ No.: 2025-11-957

Date: NOV 27 2025
ABC: ₱67,460.00

Additional Purchase and Delivery of Food Supplies of RHWG for November to December 2025-2nd Posting

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 DEC 02 2025 12:00NN

Rina Claire L. Reyes
RINA CLAIRE L. REYES
BAC Vice Chairperson 8

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/ representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- Payment terms is charged on account.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - Updated Mayor's / Business Permit**
 - 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)**
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
- 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.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
- 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.
- 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**.
- 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.**
- 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.**
- 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.
- 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.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Additional Purchase and Delivery of Food Supplies of RHWG for November to December 2025-2nd Posting				
1	Fresh Milk , full cream, at least 1L per pack with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	20	pack		
2	Baking Powder , at least 50g/per pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	20	pack		
3	Dark Chocolate Baking Bar , at least 500g/bar, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	bar		
4	White Chocolate Baking Bar , at least 500g/bar, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	bar		
5	Baking Soda , at least 220g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
6	Dark Chocolate Chips for baking , at least 500g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
7	White Chocolate Chips for baking , at least 500g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
8	Mixed Nuts for baking , at least 500g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
9	Cocoa Powder at least 500g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	5	pack		
10	Dessicated Coconut , at least 500g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	5	pack		
11	Gelatine Powder , unflavored, at least 25g/piece, 10 pieces per pack Expiry: at least six (6) months from the date of delivery	5	pack		
12	Gelatine Powder , Buko Pandan flavor, at least 25g/piece, 10 pieces per pack Expiry: at least six (6) months from the date of delivery	5	pack		
13	Gelatine Powder , Mango Flavor, at least 25g/piece, 10 pieces per pack Expiry: at least six (6) months from the date of delivery	5	pack		
14	Korean Chili Powder for kimchi making , at least 500g/pack, with well-sealed packaging	2	pack		
15	Seaweed/ Nori Wrapper for Kimbap making , at least 10 pcs/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
16	Sesame Oil , at least 150ml/bottle, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	3	bottle		
17	Canola Oil , at least 1liter/bottle, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	3	bottle		
18	Apple Cider Vinegar , at least 473ml/bottle, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	3	bottle		
19	Cake Flour , at least 25kg per sack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	2	sack		
20	Butter , unsalted at least 200g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	20	pack		
21	Cheese, quick melt , at least 430g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	20	pack		
22	Cheese, slices , at least 10 pieces/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	10	pack		
23	Cheese, grated mozzarella , at least 200g/pack, with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	5	pack		
24	Tuyo (dried fish) , lapad, medium, at least 1kg/pack, with well sealed packaging	2	pack		

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
25	Lumpia Wrapper, medium size, at least 100pcs/pack , with well sealed packaging	4	pack		
26	Barbeque Sauce, at least 1L/ bottle with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	2	bottle		
27	Hotdog, jumbo, at least 16 pcs/pack, with well sealed packaging	8	pack		
28	Marshmallows, jumbo size, assorted color, at least 900g/pack. with printed nutritional information on the label, Expiry: at least six (6) months from the date of delivery	6	pack		
				TOTAL PRICE	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
A.	The bidder can comply with the attached Delivery Schedule	[]	[]	
B.	The bidder must guarantee good quality of delivered goods, otherwise, items deemed reject upon inspection should be replaced within the day or a buffer should be ensured every delivery.	[]	[]	
C.	The delivery site is at RHWG Building, 40 North Drive Baguio City. Delivery date may be rescheduled in case of calamities, pandemic, and other circumstantial situations, the end-user shall closely coordinate with the winning bidder for the change of delivery schedule.	[]	[]	
D.	The procuring entity reserves the right to cancel or reduce the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events.	[]	[]	
E.	Payment Term: Payment shall be processed every after complete delivery subject to the submission and/or completion of the required documents for payments	[]	[]	
F.	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 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

