

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	SWISS BAKER CAFÉ		Purchase Order No.	2020-11-543
Address	DOOR 4 PUSO NG BAGUIO, PORTA VAGA, SESSION ROAD, BAGUIO CITY		Date	11/20/2020
Gentlemen:			Mode of Procurement	SVP
Please furnish this office the following articles subject to the terms and conditions herein.				
Place of Delivery	CSWD Office, Silungan			
Date of Delivery	AS SCHEDULED			
Stock/Property	Unit	Description	QTY	Delivery Term: Complete Payment Term: Charge
	Piece	PURCHASE OF NUTRIBUN FOR THE 10TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN BAGUIO CITY		Unit Cost
		Nutribun, at least 80-100 grams per piece	72,000	8.50
		OTHER REQUIREMENTS	COMPLIANCE	Total Cost
		1. Start of delivery will be within the month of November following the delivery schedules attached. Re-scheduling of delivery date will be agreed upon by the CSWDO, supplier and SFP during calamities, pandemic and other circumstantial situations.	✓	
		2. Primary packaging must be individually wrapped with cullisheet (transparent), must bear the manufacturer's name, date of manufacturing and date of expiry. (Shelf life is 3-5 days)	✓	
		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.	✓	
		5. Supplier should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed. Items should be packed per center, quantity is to be provided by the LGU/SFP before the date of delivery.	✓	
		6. Payment will be made monthly based on actual items delivered	✓	
		7. Delivery Site: CSWD Office, Silungan.	✓	
(Amount in words)			TOTAL	612,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very Truly Yours, 

(Signature over Printed Name)

LEO L. QUINTILLA

Signature over Printed Name of Authorized Official
OIC Regional Director
Designation

Bank Account Name

Bank Account Number

Date

TIN Number

*please tick tax type

vat
 non-vat


Date of BIR Registration

Fund Cluster: 01 MDS Custom

Funds Available: _____

ORS/ BURS No. : 02-101101-2020-11-06957

Date of the ORS/ BURS: NOV 25 2020

WILBOURN B. BACOLONG
ACCOUNTANT III 

Amount: 612,000.00



**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 300 S. 2020**

**-NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT -
PURCHASE OF NUTRIBUN FOR THE 10TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN
BAGUIO CITY**

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has been granted appropriations for **PURCHASE OF NUTRIBUN FOR THE 10TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN BAGUIO CITY** with an Approved Budget for the Contract (ABC) of Seven Hundred Twenty Thousand Pesos (Php. 720,000.00);

WHEREAS, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) which has been consolidated into the Annual Procurement Plan (APP) is in order for procurement of the programs, activities and projects for 2020;

WHEREAS, in consonance with the Republic Act 9184, otherwise known as the Government Procurement Reform Act, in its Implementing Rules and Regulations under Section 10, provides that "all procurement shall be done through competitive bidding, except as provided in Rule XVI";

WHEREAS, section 53.9 of the Revised Implementing Rules and Regulations (IRR) of the RA 9184 or otherwise known as the Government Procurement Reform Act of 2002 allows the procuring entity to resort to Negotiated Procurement – **SMALL VALUE PROCUREMENT**;

WHEREAS, on the 15th day of September 2020, Request for Quotations were transmitted to the end user;

WHEREAS, on 21st day of September 2020, 6pm was the set deadline for the submission of quotation and two (2) price quotations were obtained from **SWISS BAKER CAFÉ** and **VALLEY BREAD INC.** On the other hand, **LEMONET HOTEL** did not respond to the invitation. In pursuant to the 2016 Revised IRR of RA 9184 under Lease of Venue and Small Value Procurement, the receipt of at least one (1) price quotation is sufficient to proceed with the evaluation thereof;

WHEREAS, upon opening of the Request for Quotations held on the 28th day of September 2020, findings were listed in the summary of quotations below:

	NAME OF BIDDER	AS READ	AS CALCULATED	REMARKS
1	SWISS BAKER CAFÉ	N/A	612,000.00	WITHIN ABC
2	VALLEY BREAD INC.	684,000.00	684,000.00	WITHIN ABC

WHEREAS, upon evaluation by the Bids and Awards Committee, **SWISS BAKER CAFÉ** emerged as the lowest bidder. However, it was noticed that the lowest bidder indicated notation on item 4 & 5. Thus, the BAC required the conduct of post-qualification inquiry on the said matter;

WHEREAS, on the 4th day of November 2020, the post-qualification report was raised to the BAC. As per post-qualification report, the lowest bidder will be responsible in the loading and unloading of goods and will provide two (2) personnel during delivery;

WHEREAS, the lowest bidder will assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed. Items will be packed per center and the end-user representative informed the lowest bidder that a distribution list will be provided as to quantity per Day Care Center per barangay as their basis in prepacking the goods and it was clarified by the end-user that the delivery site will be at OCSWDO Siliungan Center, Baguio City;



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**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 708 S. 2020**

**-NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT -
PURCHASE OF NUTRIBUN FOR THE 10TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN
BAGUIO CITY**

WHEREAS, based on the foregoing, the lowest bidder met the training requirements indicated in the Request for Quotation and eligibility documents were already on file, the Bids and Awards Committee decided that the contract be awarded to **SWISS BAKER CAFÉ**, an eligible and responsive bidder;

NOW, THEREFORE, the foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolve to recommend to the Regional Director the award of contract to **SWISS BAKER CAFÉ**, which offered an amount of Six Hundred Twelve Thousand Pesos Only (P612,000.00) inclusive of all the applicable taxes and fees for the **PURCHASE OF NUTRIBUN FOR THE 10TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN BAGUIO CITY.**

RESOLVED at the DSWD-CAR, 40 North Drive, Baguio City this 4th day of November 2020.

BIDS AND AWARDS COMMITTEE

Not present
ENRIQUE H. GASCON, JR.
Chairperson



MARY ANN G. BUCLAO
Alternate Vice Chairperson



ARNOLD D. LARTEC
Regular Member

Not present
Provisional Member (End-User)



JESSIE F. CHELIUM
Provisional Member (Expert)



~~Approved/Disapproved~~
LEO L. QUINTILLA
Regional Director