

REQUEST FOR QUOTATION (RFQ)

2021-09-018(2022 NEP)/2021-09-012 (2022 NEP)/2021-09-
PR/PP No.: 027(2022 NEP)
End-user: RSCC/RHWG/RRCY
Name of Project:

RFQ No.: 2022-01-008

Date: JAN 03 2022

ABC ₱363,000.00

PURCHASE OF RICE FOR THE CRCF

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 JAN 07 2022, 12:00NN.

ENRIQUE H. GASCON JR.
OIC-ARDA/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 until the conduct of the activity.
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 Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - d. **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 latter 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. 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**.

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

REQUEST FOR QUOTATION (RFQ)

| LOT NO. | DETAILED DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL |
|---------|--|-----|------|------------|-------|
| | RSCC | | | | |
| | COMMERCIAL RICE, WELL-MILLED; 25KGS/SACK | 50 | sack | | |
| | RHWG | | | | |
| | COMMERCIAL RICE, WELL-MILLED; 50KGS/SACK, | 30 | sack | | |
| | RRCY | | | | |
| | COMMERCIAL RICE, WELL-MILLED; 25KGS/SACK, | 80 | sack | | |

TOTAL

| | OTHER REQUIREMENTS | COMPLIANCE | | REMARKS |
|---|--|---|---------------|---------|
| | | Can Comply | Cannot Comply | |
| | | <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i> | | |
| 1 | Delivery will be made based on the attached delivery scheduled (see attached delivery scheduled). Date of delivery will be automatically moved on the following day/week if Monday falls on Holiday and other class suspensions. | [] | [] | |
| 2 | Item must be well-sealed, in its original packaging (no refill and re-pack) and must bear the manufacturer's name, date of manufacturing and date of expiry. | [] | [] | |
| 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. | [] | [] | |
| 6 | Delivery Site: RHWG and RRCY: #40 North Drive DSWD-CAR, Baguio City RSCC: Aurora Hill, Baguio City | [] | [] | |

• Award shall be made per:

x 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 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.

Signature of supplier/representative over printed name:

Name of Firm/Dealer/Contractor:

(This will be the name of the CHEQUE to be issued)

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Canvasser

YUB/ CJ

| GENERAL DESCRIPTION | QUANTITY / SIZE | UNIT OF MEASURE | UNIT COST | ESTIMATED BUDGET | OF PROCURED | SCHEDULE / MILESTONE OF ACTIVITIES (Quantity to be procured for each month) | | | | | | | | | | | |
|---------------------|-----------------|-----------------|-----------|------------------|-------------|---|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
| | | | | | | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| CRCF RICE | | SACKS | | | | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| RSCC RICE | | SACKS | | | | Jan | 10 | | 10 | | 10 | | 20 | | | | |
| RHWG RICE | | SACKS | | | | 5 | | 5 | | 5 | | 5 | | | | | |
| RRCY RICE | | SACKS | | | | 80 SACKS | | | | | | | | | | | 5 |

Prepared by :

APRIL JBY/CASERNA

Approved by :

CONCEPCION E. NAVALES
OIC-DIVISION CHIEF PSD