



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2021-04-0238 NP-SVP
Date: April 13, 2021

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: nmindar@dswd.gov.ph not later than **5:00 PM on April 20, 2021 (Tuesday)**.

Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section

4/17/2021

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **Seven days after the receipt of approved P.O**
- Place of Delivery: DSWD FO IV-MiMaRoPa, 1680 F.T. Benitez cor., Malvar Sts. Malate, Manila
- Terms of Payment: within 15-30 days upon final inspection and acceptance
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number : _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"**


NADJEMA M. INDAR
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051 & 24052

Signature Over Printed Name
(Supplier)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

RFQ No. 2021-04-0238 NP-SVP
 Date: _____ (should be filled by suppliers)
 MOP: _____

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company TIN : _____
 PhilGEPS Reg. No. : _____

| Item No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications | Unit Cost | Total Cost |
|----------|--------|------|---|--|-----------|------------|
| | | | Delivery Date: Every Two Weeks for 60 Calendar Days | | | |
| | | | Delivery Place: LGU Covered Court, Dumaran, Palawan | | | |
| | | | Meat | | | |
| 1 | 33,712 | Pc | Egg (Medium), per piece, Fresh, yolk is intact, no crack, clean outside shell, on a tray, Medium to Large | | | |
| | | | Vegetables | | | |
| 2 | 481.60 | Kg | Monggo (Fresh, Green), Packed, Fleshly dried, easily soak in water, 200g per pack | | | |
| | | | Noodles | | | |
| 3 | 361.20 | kg | Macaroni, Per 150 grams (separate packaging per 150 grams), Should indicate expiry date, not less than one year from the date of delivery, The brand must be existing in the Philippine Market at least 2 years, no hole/tear on the package | | | |
| 4 | 240.80 | Kg | Noodles (Misua/Miswa), 100 grams per pack, Should indicate expiry date, not less than one year from the date of delivery. The brand must be existing in the Philippine Market at least 2 years, no hole/tear on the package | | | |
| 5 | 4,816 | pack | Instant Noodles (Mami), 55 grams per pack, Instant Mami, chicken and/or beef, Should indicate expiry date, not less than one year from the date of delivery, The brand must be existing in the Philippine Market at least 2 years and is Halal certified, no hole/tear on the package | | | |
| | | | Bread | | | |
| 6 | 2,408 | pack | Buns, Fresh, 6pcs per pack. standard size (9.7 cm diameter), Should indicate expiry date, not less than 5 days from the date of delivery, no presence of molds | | | |
| 7 | 481.60 | pack | Cookie Sandwich, 10pcs per pack; 28-30 grams per single pack; Cookies with Chocolate and/or Vanilla filling; Should indicate expiry date, not less than one year from the date of delivery; The brand must be existing in the Philippine Market at least 2 years, no hole/tear on the package | | | |
| | | | Canned | | | |
| 8 | 2,408 | Can | Corned Tuna, Can, corned, plain, not spicy, not chunky; Easy Open can. At least 150-155 grams; With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030 otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines." Should indicate expiry date, not less than one year from the date of delivery; The brand must be existing in the Philippine Market for at least 2 years and is Halal certified, No dent on any side of the can, No visible rust on the can. | | | |
| 9 | 2,408 | Can | Corned Beef, corned, plain, not spicy, not guisado, not chunky; Easy Open can. At least 175 grams; With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030 otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines." Should indicate expiry date, not less than one year from the date of delivery; The brand must be existing in the Philippine Market for at least 2 years and is Halal certified, No dent on any side of the can, No visible rust on the can. | | | |
| 10 | 2,408 | Can | Sardines, Tomato Sauce not spicy; Can; Easy Open can. At least 150 - 155 grams; With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030 otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines." Should indicate expiry date, not less than one year from the date of delivery; The brand must be existing in the Philippine Market for at least 2 years and is Halal certified, No dent on any side of the can, No visible rust on the can. | | | |
| | | | Page 1 of 2 | Note: Please specify brand/ model/ origin | | |
| | | | | Please fill up the space for Bidder's Specification | | |
| | | | | "Failure to indicate information could be basis for non-compliance." | | |

PURPOSE: Provision of Food Items and Commodities for the Implementation of the 9th Cycle Supplementary Feeding Program, Dumaran, Palawan
 PR No.: 2021-04-0238 NP-SVP

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax.

FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

NADJERA N. INDAR
 Procurement Officer

Tel: 5336-8106 to 07 loc. 24051 & 24052/Email: nmindar@dswd.gov.ph

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

(Please see attached **Annex A** for the breakdown of deliveries per week)

DUMARAN

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | Delivered Weeks/Months |
|----------|--|----------|------|---|
| | Meat | | | |
| 1 | Egg (Medium), Fresh, Medium to Large | 33,712 | Pc | Within 10 Calendar Days upon receipt of Notice to Proceed. Deliveries will be every two weeks for 60 Calendar Days |
| | Vegetables | | | |
| 2 | Monggo (Fresh, Green), (separate packaging per 200 grams) | 481.60 | Kg | |
| | Noodles | | | |
| 3 | Macaroni, (separate packaging per 150 grams) | 361.20 | kg | |
| 4 | Misua, (separate packaging per 100 grams) | 240.80 | Kg | |
| 5 | Instant Noodles, 55 grams per pack | 4,816 | pack | |
| | Bread | | | |
| 6 | Buns, Fresh, 6pcs per pack, no molds | 2,408 | pack | |
| 7 | Cookie Sandwich, 10pcs per pack (28-30g) | 481.60 | pack | |
| | Canned | | | |
| 8 | Corned Tuna, Can(150g-155g) | 2,408 | can | |
| 9 | Corned Beef, Can (175g) | 2,408 | can | |
| 10 | Sardines, Can(150g-155g) | 2,408 | can | |
| | Others | | | |
| 11 | Flour, (separate packaging per 200g) | 481.60 | Kg | |
| 12 | Peanut Butter, Small Jar (170g) | 602 | Jar | |
| | Cereals | | | |
| 13 | Choco Cereal Drink, 1pc per individual pack (28-40 grams per pack) | 9,632 | pack | |

***Delivery Site will be in the Municipal Compound of the Municipality of Dumaran, Palawan**

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

DELIVERY SCHEDULE AND FOOD REQUIREMENT PER DELIVERY

| SCHEDULE | AREA OF DELIVERY | GOODS TO BE DELIVERED | | |
|---|--|--|---------------------|----------|
| | | Food Commodity | Unit of Measurement | Quantity |
| Deliveries will be every two weeks for 60 Calendar Days 1st Delivery 2nd Delivery 3rd Delivery 4th Delivery | DUMARAN MSWD Offices / LGU Covered Courts | Meat | | |
| | | Egg (Medium), Fresh, Medium to Large | Pc | 8428 |
| | | Vegetables | | |
| | | Monggo (Fresh, Green), (separate packaging per 200 grams) | Kg | 120.4 |
| | | Noodles | | |
| | | Macaroni, (separate packaging per 150 grams) | kg | 90.3 |
| | | Misua, (separate packaging per 100 grams) | Kg | 60.2 |
| | | Instant Noodles, 55 grams per pack | pack | 1204 |
| | | Bread | | |
| | | Buns, Fresh, 6pcs per pack, no molds | pack | 602 |
| | | Cookie Sandwich, 10pcs per pack (28-30g) | pack | 120.4 |
| | | Canned | | |
| | | Corned Tuna, Can(150g-155g) | can | 602 |
| | | Corned Beef, Can (175g) | can | 602 |
| | | Sardines, Can(150g-155g) | can | 602 |
| | | Others | | |
| | | Flour, (separate packaging per 200g) | Kg | 120.4 |
| | | Cereals | | |
| | | Choco Cereal Drink, 1pc per individual pack (28-40 grams per pack) | pack | 2408 |
| | | 1st Delivery Only | | Others |
| Peanut Butter, Small Jar (170g) | Jar | | | 602 |

*Delivery Site will be in the Municipal Compound of the Municipality of Dumaran, Palawan

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

TERMS AND CONDITIONS

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR THE ENTIRE BIDDING PROCESS.**
2. All quotations shall be in accordance with the **Approved Budget Cost and place of delivery based on the technical requirements reflected in the bidding documents.** All goods are grouped in **ONE (1) LOT. ONE LOT IS ALLOTTED PER CITY / MUNICIPALITY.** Municipalities were grouped per province on one (1) Bidding Document.
3. Prices quoted shall be inclusive of all applicable taxes and costs including transportation, freight and handling and other incidental expenses maybe incurred to the indicated delivery site.
4. The **Bidder** is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
5. It shall be the sole responsibility of the **Bidder** to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or the implementation of the program.
6. The DSWD shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the DSWD.
7. The **Bidder** shall bear all costs associated with the preparation and submission of his bid, and the DSWD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
8. Before submitting their bids, the **Bidder** is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this project in any way.
 - 8.a. Interested **Bidder** is encouraged to join the pre-bidding conference in order to clarify possible questions arises before the submission of bids.
9. The **Bidder** should note that the DSWD will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.
10. The **Bidder** is preferably a Local Supplier for in any case of complaints, the Local Supplier can immediately respond. However, in the absence of a qualified Local Supplier, a Provincial or Regional Supplier shall qualify.
11. The **Winning Bidder** shall be responsible for the source(s) of his supplies/materials and shall make deliveries in accordance with schedule, quality and specifications of the award and **contract agreement**. Failure to comply with the same shall be ground

for cancellation of the award and **contract agreement** issued to that **Winning Bidder**. The DSWD shall have the right to re-award the item(s) to the **next compliant Bidder**.

12. The **Winning Bidder** shall pick up **notice of award** issued in his favor within **three (3) days** after receipt of notice to that effect. A telephone call, fax transmission or e-mail shall constitute an official notice to the **Winning Bidder**. Thereafter, if the **contract agreement(s)** remain unclaimed, the said **contract agreement(s)** shall be sent by **messengerial** service to the **Winning Bidder** at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, **all DEFAULTING BIDDER** shall be precluded from proposing or submitting a substitute sample.
13. The **Winning Bidder** shall complete the delivery of the items expected of him/her as specified in the delivery schedule and food requirements.
14. The **Winning Bidder** shall ensure no disruption of deliveries to prevent GAP in the feeding implementation so that the nutritional improvement of the beneficiaries will be attained.
 - 14.a. If the cause of delay was due to fortuitous events, the **Winning Bidder** must immediately inform the DSWD and the LGU and follow through with a written letter stating the reasons for delay.
15. Subject to the provisions of the preceding paragraph, where **Winning Bidder** has accepted a **contract agreement** but fails to deliver the required product(s) within the time called for in the same order, inclusive of duly granted time extensions, if any, the **Winning Bidder** shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. Such amount shall be deducted from any money due or which may become due to the **Winning Bidder**, or collected from any securities or warranties posted by the **Winning Bidder**, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceeded ten percent (10%) of the total contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. In case of recession of the contract and the completion of such delivery by other supplier, DSWD shall charge against the **Defaulting Bidder** the difference in the price if any paid to such suppliers. Refusal to shoulder the difference by the **Defaulting Bidder** will cause the latter's disqualification from any future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR.
16. **Incidental Services** – The contract price for the items shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
17. **Packaging** – The **Winning Bidder** shall provide such packaging of the items as required preventing their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures.
 - 17.a. The **Winning Bidder** shall provide Egg trays and large food containers in all perishable goods and delivered to the LGUs. Such egg trays and food containers shall be relinquished only after the end of feeding implementation of the said cycle. Any expenses to be incurred from this provision shall be shouldered by the supplier.
 - 17.b. The **Winning Bidder** must ensure that the goods delivered are properly packed based on the specifications provided by the procuring entity.

18. **Insurance** – The items supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The items remain at the risk and title of the Supplier until their final acceptance by the DSWD.
19. **Warranty** – Delivered items must come with a warranty period of one (1) week from the date of delivery. This warranty shall cover any manufacturing defects discovered in the delivered items.
20. **Transportation** – Where the **Winning Bidder** is required under Contract to deliver the items, transport of the items to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
21. The DSWD accepts no liability for the damage of items during transit. In the case of items supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the DSWD until their receipt and final acceptance at the final destination.
22. Inspection and Acceptance of DSWD concerned committees, Technical Working Group (TWG), SWAD team leader, SFPMO staff and LGU authorized staff shall be conducting the acceptance and inspection during delivery. The **Winning Bidder** shall notify the DSWD at least one (1) week before the schedule of delivery to the site. The **Winning Bidder** shall only deliver the goods to authorized DSWD or LGU Representative.
 - 22.a. The **Winning Bidder** shall bring weighing scale and a large platform cart in every delivery.
 - 22.b. The **Inspectorate team** will conduct a random actual testing during delivery and acceptance. (e.g. Eggs, Breads and other perishable goods)
23. The **Winning Bidder** shall guarantee his/her deliveries to be free from defects. Any defective/undesirable items thereof that may be discovered by the DSWD MiMaRoPa and Representative from the LGU **WITHIN THE DAY OF INSPECTION** shall be replaced by the supplier **ON THE SAME DAY OF ACCEPTANCE**. **AWARDEE** shall provide a service unit so as not to hinder the operation of the end user and shall cover all the expenses.
 - 23.a. The **Winning Bidder** shall bring buffer food items in case of rejects upon inspection.
24. All duties, excise tax and other taxes and revenue charges, if any, shall be for the **Winning Bidder's** account. All transactions are subject to withholding of **creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93** and subject to accounting and auditing rules and regulations.
25. Payment shall be through CHECK/Advice to Debit Account (ADA) and shall be made after at least TWO (2) complete deliveries and after acceptance of goods and reconciliation of pertinent documents such as the Inspection and Acceptance Report, Sales Invoices with its corresponding delivery receipt. Payment will be made within 15-30 days upon submission of complete documents to Regional Office and availability of cash.
26. The DSWD MiMaRoPa shall have the right to terminate this Agreement if the **Winning Bidder** is willfully violating any of the material conditions, stipulations and covenants of this Agreement which includes the following:
 - 26.a. If the **Winning Bidder** converted the deliverables into Cash.

- 26.b. If the **Winning Bidder** continuously disregard the stipulated time of the delivery given of 3 offenses with corresponding incident report from the complaining LGUs.
27. All provisions stipulated in the bidding documents that are vague or issues deemed excluded in the bidding documents shall be communicated to the DSWD-BAC Secretariat before the deadline of submission of bidding documents, for resolution with IRR of RA 9184 as reference law and guidelines.
28. Unresolved issues or questions that will surface in the course of this procurement will be referred to IRR of RA 9184 and other pertinent laws and regulations.
29. The **Winning Bidder** shall be included in the database of black listed suppliers in the Government Procurement Policy Board (GPPB) or any government agencies depending on the level of satisfactory services they provide and the assessment of the BAC.

Conforme:

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

***** THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS******