



**REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT- COMMUNITY PARTICIPATION)**

Date: March 19, 2024

Name of Organization : _____

Address: _____

Contact Person: _____

Contact Number : _____

Email Address: _____

TIN : _____

PHILGEPS Registration Number : _____

Sir/ Madam:

Please quote your government prices including the delivery charges, VAT and other applicable taxes, and other incidental expenses listed in **Technical Specifications**, and submit the same at the Bids and Awards Committee, DSWD Field Office MIMAROPA on or **before 5:00 PM of March 27, 2024.**

The documents to be submitted on the deadline for submission of quotations are indicated in the Checklist of Requirements. The Organized Social Groups shall submit the Legal, Technical, and Financial Requirements.

The RFQ/Bid Proposal shall be submitted by the bidder to DSWD Regional Office MIMAROPA, 1680 F. T Benitez cor Malvar Sts., Malate, Manila via **SEALED OFFER.**

For further inquiries, please contact, Ms. Catherine Cathy Victorio, Administrative Officer II of the Procurement Section at telephone numbers (02) 5328-5111 to 5115 Local 24052 with an email address at ccrvictorio@dswd.gov.ph or procurement.fomimaropa@dswd.gov.ph.

Very truly yours,

KENNETH M. MONTENEGRO
BAC Chairperson

TERMS OF REFERENCE

TITLE OF THE PROJECT : Supply and Delivery of Food Items for the 13th Cycle
Supplementary Feeding Program in Busuanga, Palawan

APPROVED BUDGET FOR THE CONTRACT: One Million Seven Hundred Seventy Five
Thousand Six Hundred Seventy Six Pesos
And Three Centavos (**Php 1,775,676.03**)

IMPLEMENTATION PERIOD : March – July 2024

LOCATION: Busuanga, Palawan

I- OBJECTIVES

The program aims to improve and sustain the nutritional status of the children beneficiaries specifically to those in geographically isolated and disadvantaged areas that are nutritionally compromised with prioritization of the Severely Underweight and Underweight children.

Specifically, the program will be able to:

1. Provide best possible indigenous foods and/or locally produced food products which will cover the mandated $\frac{1}{3}$ PDRI and P21.00 per child per day for 120 days of feeding;
2. Increase the engagement of partner implementers on implementation of Supplementary Feeding Program;
3. Increase the engagement of small and local farmers; and
4. Improve the knowledge, practices and skills of partner stakeholders through technical assistance and capacity building as part of the devolution process and behavioral change towards improvement of nutrition and health.

II- TERMS AND CONDITIONS

ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR THE ENTIRE BIDDING PROCESS.

All quotations shall be in accordance with the **Approved Budget Cost and place of delivery based on the technical requirements reflected in the Request for Quotation.**

1. Prices quoted shall be inclusive of all applicable taxes and costs including transportation, freight and handling, and other incidental expenses may be incurred to the indicated delivery site.
2. The **Bidder** is expected to examine all instructions, forms, terms, and specifications in the Request for Quotation.
3. 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.

4. 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.
5. The **Bidder** shall bear all costs associated with the preparation and submission of his quotation, and the DSWD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
6. Before submitting their bids, the **Bidder** is deemed to have become familiar with all existing laws, decrees, ordinances, acts, and regulations of the Philippines that may affect this project in any way.
7. The **Bidder** is preferably a Local Supplier for in any case of complaints, the Local Supplier can immediately respond.
8. The **Winning Bidder** shall be responsible for the source(s) of his supplies/materials and shall make deliveries in accordance with the schedule, quality, and specifications of the award and **Purchase Order**. Failure to comply with the same shall be grounds for cancellation of the award and **Purchase Order** issued to that **Winning Bidder**. The DSWD shall have the right to re-award the item(s) to the **next compliant Bidder**.
9. The **Winning Bidder** shall pick up the **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 **Purchase Order(s)** shall be sent by **messenger service** to the **Winning Bidder** at the latter's expense.
10. The **Winning Bidder** shall complete the delivery of the items expected of him/her as specified in the delivery schedule and food requirements.
11. 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.
 - 11.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 the delay.
12. Subject to the provisions of the preceding paragraph, where **Winning Bidder** has accepted a **purchase order** 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**. In no case shall the total sum of liquidated damages exceed 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 a recession of the contract and the completion of such delivery by other suppliers, 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.

13. **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.
14. **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.
 - 14.a. The **Winning Bidder** shall provide Egg trays and large food containers in all perishable goods and deliver them 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.
 - 14.b. The **Winning Bidder** must ensure that the goods delivered are properly packed based on the specifications provided by the procuring entity.
 - 14.c. The **Winning Bidder** must pack/ separate the food commodities per child development centers
15. **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.
16. **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 and transportation damages discovered in the delivered items.
17. **Transportation** – Where the **Winning Bidder** is required under Contract to deliver the items within the agreed date and time schedule, 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.
18. 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.
19. 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 representatives.
 - 19.a. The **Winning Bidder** shall bring a weighing scale and a large platform cart in every delivery.

- 19.b. The **Inspectorate team** will conduct a random actual testing during delivery and acceptance. (e.g. Eggs, Bread, and other perishable goods)
20. 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.
- 20.a. The **Winning Bidder** shall bring buffer food items in case of rejects upon inspection.
- 20.b. The **Winning Bidder** shall look to the small market in the community as a food source in case of lacking quantity/requirements.
- 20.c. The **Winning Bidder** shall conduct a market survey within the LGU to identify sources of semi-perishable items such as the Nutribun and Eggs in order to prevent possible spoilage.
21. 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:
- 21.a. If the **Winning Bidder** converted the deliverables into Cash.
- 21.b. If the **Winning Bidder** continuously disregards the stipulated time of the delivery given of 3 offenses with a corresponding incident report from the complaining LGUs.
22. Unresolved issues or questions that will surface in the course of this procurement will be referred to the IRR of RA 9184 and other pertinent laws and regulations.
23. 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.

III- TERMS OF PAYMENT

1. Payment shall be through CHECK/Advice to Debit Account (ADA) and shall be made MONTHLY after at least FOUR (4) 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 after every delivery upon submission of complete documents to the Regional Office and availability of cash.
2. 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.

IV- SCHEDULE OF DELIVERY

LOCATION	SCHEDULE OF DELIVERY	DATE OF DELIVERY
MSWD Office- LGU Covered Court Busuanga , Palawan	<p>Monthly/One Time Delivery (4 Deliveries for Non-perishable Goods or One Time Delivery subject to the availability of storage facility of the LGU)</p> <p>WEEKLY or 16 deliveries for Perishable Goods</p>	15 Calendar Days upon receipt of the approved Purchase Order.

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

Name of Organization: _____

Signature over Printed Name of the Representative: _____

Date: _____

DETAILED TECHNICAL SPECIFICATIONS

Item	Specification	Bidder's Statement of Compliance <i>(Please state COMPLY or NOT COMPLY and the <u>brand being offered</u>)</i>
1.	<p>Egg</p> <ul style="list-style-type: none"> • <i>Fresh, yolk is intact, no crack, clean outside shell</i> • <i>On Tray</i> • <i>Medium to Large, at least 55 grams per piece</i> 	
2.	<p>Chicken, Laman</p> <ul style="list-style-type: none"> • <i>Freshly dressed and drawn, well cleaned and drained giblets, no green spots or bluish to black discoloration, free from foul odor</i> • <i>Individual packaging/ per kilo, sealed in plastic</i> • <i>Fresh only; if chilled, the temperature should be at 4°C or below</i> 	
3.	<p>Chicken Giniling</p> <ul style="list-style-type: none"> • <i>Fresh, no foul odor, no green spots or bluish to black discoloration</i> • <i>Individual packaging/ per kilo, sealed in plastic</i> • <i>Fresh only; if chilled, the temperature should be at 4°C or below</i> 	
4.	<p>Pork Laman</p> <ul style="list-style-type: none"> • <i>Fresh looking and moist though not watery, not sticky or sweaty looking (sign of age), no foul odor, free from discoloration and unshaven hair, pinkish white and finely porous. porous and pinking bones</i> • <i>Individual packaging/ per kilo sealed in plastic</i> • <i>Fresh only, if chilled, the temperature should be at least 4°C or below</i> 	
5.	<p>Tilapia /Fish in Season</p> <ul style="list-style-type: none"> • <i>Fresh, no foul odor, closed mouth, bright red gills, bulging full shiny eyes, intact scales, intact and firm peritoneum, plump and firm flesh</i> • <i>Individual packaging/ per kilo sealed in plastic</i> • <i>Fresh, not frozen, uniform in size (ex. 5pcs per kilo)</i> 	

6.	<p>Tuna Flakes in Oil</p> <ul style="list-style-type: none"> • <i>At least 150-155 grams</i> • <i>Halal certified; 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."</i> • <i>Should indicate expiry date, not less than one year from the date of delivery</i> • <i>The brand must be existing in the Philippine Market for at least 2 years, No dent on any side of the can, No visible rust on the can, no bulges, and no leaks.</i> 	
7	<p>Corned Beef</p> <ul style="list-style-type: none"> • <i>Can, corned, plain, not spicy, not guisado</i> • <i>At least 175 grams</i> • <i>Halal certified; 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."</i> • <i>Should indicate expiry date, not less than one year from the date of delivery</i> • <i>The brand must be existing in the Philippine Market for at least 2 years, No dent on any side of the can, No visible rust on the can, no bulges and no leaks.</i> 	
8	<p>Monggo</p> <ul style="list-style-type: none"> • <i>200 grams per pack</i> • <i>Fresh, green</i> • <i>Per 200 grams (separate packaging per 200 grams)</i> 	
9	<p>Bawang/Garlic</p> <ul style="list-style-type: none"> • <i>Paper-thin, brittle skin, no growing leaves, dry, no discoloration, tight, hard, intact bulb, no signs of mold formation</i> • <i>Individual packaging/ per kilo sealed in plastic</i> • <i>Large and medium</i> 	
10	<p>Kalabasa/</p> <ul style="list-style-type: none"> • <i>Free from damage caused by dirt, disease and insects, discoloration, and foreign materials, mature but not overgrown/overmature/overripe.</i> • <i>Uniform or regular in size</i> 	
11	<p>Mais, Panggulay</p> <ul style="list-style-type: none"> • <i>Firm to the touch, with moist-looking bright green husks, not dry-looking, can be easily snapped, no sour or unpleasant odor.</i> 	

	<ul style="list-style-type: none"> • <i>Uniform or regular in size</i> 	
12	<p>Repolyo</p> <ul style="list-style-type: none"> • <i>Feels heavy and compact for their size, solid head vegetables without dried waste leaves, inner leaves should be bright and crisp.</i> • <i>Uniform or regular in size</i> 	
13	<p>Sayote</p> <ul style="list-style-type: none"> • <i>Vibrant green color, nice pear-shaped, firm, and should not have any brown spots, no spouts, free from bruises, cuts, decay, or other imperfections</i> • <i>Uniform or regular in size</i> 	
14	<p>Sibuyas</p> <ul style="list-style-type: none"> • <i>Paper-thin, brittle skin, no growing leaves, dry, no discoloration, tight, hard, intact bulb, no signs of mold formation</i> • <i>Individual packaging/ per kilo sealed in plastic</i> • <i>Large and medium</i> 	
15	<p>Sitaw</p> <ul style="list-style-type: none"> • <i>Vibrant green color and firm to the touch, no discoloration, not dry-looking, can be easily snapped</i> • <i>Uniform or regular in size</i> 	
16	<p>Tofu/Tokwa</p> <ul style="list-style-type: none"> • <i>Fresh, white tinted yellowish color, no foul odor, tofu should not be sour in taste.</i> • <i>In tray with a clear plastic seal (if possible), air-tight sealed</i> • <i>In tofu tray with water inside covering tofu</i> 	
17	<p>Canned Mushroom</p> <ul style="list-style-type: none"> • <i>At least 425 grams</i> • <i>Halal certified; 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."</i> • <i>Should indicate expiry date, not less than one year from the date of delivery</i> 	
18	<p>Carrots</p> <ul style="list-style-type: none"> • <i>Vibrant orange-red color, well-shaped with firm, not dry looking, can be easily snapped, free from damage caused by dirt, disease and insects, discoloration, and foreign materials, solid head vegetables without dried waste leaves.</i> • <i>Uniform or regular in size</i> 	
19	<p>Potatoes</p>	

	<ul style="list-style-type: none"> • Firm, well-shaped, smooth (with small eyes), and free from large cuts and bruises, no green coloring or sprouts. • Uniform or regular in size 	
20	<p>Rice, Well Milled</p> <ul style="list-style-type: none"> • Freshly milled, no presence of molds or insects • Per Sack (50 kg per sack) • Iron-fortified (if possible) 	
21	<p>Veggie Canton</p> <ul style="list-style-type: none"> • 100 grams per pack • (Seaweed, Squash or Malunggay) Canton, with at least 10% vegetable component • Should indicate expiry date, not less than one year from the date of delivery • Manufacturer source must be Food and Nutrition Research Institute (FNRI)-assisted technology adaptors/SLPA/ARBO supplier region/province, preferably • No hole/tear on the package. • Per 100 grams (separate packaging per 100 grams) 	
22	<p>Macaroni</p> <ul style="list-style-type: none"> • 150 grams per pack • No presence of molds or insects • 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 	
23	<p>Nutribun</p> <ul style="list-style-type: none"> • Freshly-Baked, 80 grams per bun, shelf life of at least 5 days or more from the delivery date • 5 pieces of Nutribuns sealed in food-grade plastic, labeled with Nutritional Value, manufactured date and expiry date • Camote, Squash, Malunggay, Milk Nutribun • Bakery/manufacturer source must be Food and Nutrition Research Institute (FNRI)-assisted technology adaptors within the region/province, preferably, no hole/tear in the package 	
24	<p>Chocolate Powdered Drink</p> <ul style="list-style-type: none"> • 24-35 grams per sachet • 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, no leak on the container, sealed 	
25	<p>Chocolate Cereal Drink</p> <ul style="list-style-type: none"> • 24-40 grams per sachet • 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, no leak on the container, sealed 	

26	Cooking Oil <ul style="list-style-type: none"> • 1 litre per pack • Should indicate expiry date, not less than 6 months from the date of delivery • The brand must be existing in the Philippine Market for at least 2 years, no leak on the container, sealed 	
27	Iodized Salt <ul style="list-style-type: none"> • 150 grams per pack • Should indicate expiry date, not less than 6 months from the date of delivery • The brand must be existing in the Philippine Market for at least 2 years, no leak on the container, sealed 	
28	Soy Sauce <ul style="list-style-type: none"> • 100 ml per pack • Should indicate expiry date, not less than 6 months from the date of delivery • The brand must be existing in the Philippine Market for at least 2 years, no leak on the container, sealed 	

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

Name of Organization: _____

Signature over Printed Name of the Representative: _____

Date: _____

PRICE PROPOSAL FORM

Approved Budget for the Contract: Php 1,775,676.03

Name of Bidder: _____

No.	QUANTITY	Unit of Measure	PARTICULARS	Bid Offer Unit Cost (in Phil. Peso)	Bid Offer Total Cost (in Phil. Peso)
1	16,427	Pcs	Egg, Medium to Large		
2	1,493	Kilos	Chicken, Laman		
3	84	Kilos	Chicken, Giniling		
4	228	Kilos	Pork, Laman		
5	280	Kilos	Tilapia/ Fish in Season		
6	2,427	Cans	Tuna Flakes in Can(150g-180)		
7	920	Cans	Corned Beef 175g		
8	45	Kilos	Monggo, Green		
9	92	Kilos	Bawang		
10	810	Kilos	Kalabasa		
11	269	Kilos	Mais, Panggulay		
12	84	Kilos	Repolyo		
13	263	Kilos	Sayote		
14	56	Kilos	Sibuyas		
15	62	Kilos	Sitaw		
16	313	Kilos	Tokwa		
17	373	Cans	Mushroom Canned, 425 g		
18	187	Kilos	Carrots		
19	278	Kilos	Potatoes		

20	3,360	Kilos	Rice, Well Milled White		
21	373	Kilos	Veggie Canton, Malunggay/Squash/Seaweed		
22	373	Kilos	Macaroni		
23	2,240	Pack	Nutri bun 5 pcs per pack		
24	5,600	Sachet	Choco Powdered Drink 24-35g per sachet		
25	2,800	Sachet	Choco Cereal Drink, 28-40g per sachet		
26	730	Liters	Cooking Oil		
27	24	Kilos	Iodized Salt		
28	23	Pack	Soy Sauce (100 ml)		
Total					

*Note: In case of discrepancy between unit price and total price , the unit price will prevail.
Contract Price per item is inclusive of all applicable taxes.*

Amount in Words:

Submitted by :

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

CHECKLIST OF REQUIREMENTS FOR SUBMISSION AND PROCESS OF AWARDING

Organized Community or Social Groups

Legal Requirements

- a. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGAs¹ or LGUs², and;
- b. A sworn affidavit (**Appendix "1"**) executed by the head or its authorized representative that affirms that:
 - i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
 - ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

Technical Requirements

- c. Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, at an equal or higher established standards (**Appendix 2**). **The end user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.**

Financial Requirements

- d. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

For Organized CSG that has participated in any government Community-based Project for the past two (2) years:

- g. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and

¹ E.g. Accreditation under COA-DBM-DSWD Joint Resolution No. 2014-001- Guidelines for Accreditation of CSO as Implementing Entities of Government or Public Funds or COA-DBM-DSWD Joint Resolution No. 2015-001-Supplementary Guidelines on Accreditation of CSOs.

² E.g. LGU Accreditation of Non-Government Organizations or Peoples' Organization.

- h. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

SUBMISSION OF QUOTATION, AWARDING, POST QUALIFICATION AND CONTRACT IMPLEMENTATION

1. The BAC, through its Secretariat, shall post the RFQ for at least three (3) calendar days: (i) on the website of the PE, if available; (ii) in the premises of the PE; (iii) in at least three (3) conspicuous places where the Community-based Project shall be implemented (e.g., bulletin board, public transport terminals, public markets, etc.); and (iv) in the Philippine Government Electronic Procurement System (PhilGEPS) website.
2. The BAC shall also send the RFQs to CSGs of known qualifications within the locality where the Community-based Project shall be implemented.
3. Participating CSGs shall submit their sealed quotation if submitted manually, or password-protected quotation, if submitted electronically, on the date and time prescribed in the terms and conditions of the RFQ, in accordance with Section 25.9 of the 2016 revised IRR of RA No. 9184.
4. The receipt of one (1) quotation is sufficient to proceed with the evaluation of the quotation. In case there are no quotations received hours before the prescribed deadline, the BAC may extend the deadline for the submission of RFQs three (3) times.
5. On the prescribed deadline, the BAC shall open submitted quotations and prepare an Abstract of Quotations setting forth the:
 - a. names of the CSGs that responded to the RFQ;
 - b. corresponding price quotations; and
 - c. Lowest Calculated Quotation (LCQ) or Single Calculated Quotation (SCQ).
6. The BAC shall exercise due diligence in validating the legal, technical, and financial capability of the CSG with LCQ or SCQ to supply and deliver the Goods.
7. If the BAC determines that the CSG with LCQ or SCQ passes the criteria for post-qualification, it shall declare the same as the Lowest Calculated and Responsive Quotation (LCRQ) or Single Calculated and Responsive Quotation (SCRQ).
8. The BAC, after determining the legal, technical, and financial capability and the responsiveness of the quotation, shall recommend to the HoPE the award of contract in favor of the CSG with the SCRQ or LCRQ.
9. Upon approval of the BAC recommendation, the HoPE shall issue a Notice of Award (NOA) within a period not exceeding ten (10) calendar days from receipt of BAC's recommendation and shall immediately enter into a contract with the CSG.

10. The PE shall require performance and warranty securities for the Organized CSG, in accordance with Sections 39 and 62 of RA No. 9184 and its 2016 revised IRR.

****Nothing Follows****

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, **[Name of Affiant]**, of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (**Head/ Authorized Representative**) of (**Name of Community or Social Group**);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:

- a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (**Name of Procuring Entity**) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
- b. ***[Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]*** None of us has any related business to the Community-based Projects being procured at hand.
- c. ***[Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.]***
 The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent of Percentage of Ownership or Interest in the Related Business

4. ***[Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups]*** Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.

5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this day of , 2024 at , Philippines.

[Insert NAME OF COMMUNITY OR
SOCIAL GROUP REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

Appendix “2”

**STATEMENT OF COMMUNITY GROUP’S COMPLETED CONTRACTS SIMILAR TO THE
COMMUNITY BASED PROJECT TO BE BID OR LIST INDICATING THE WORK
EXPERIENCES OF MEMBERS SIMILAR TO THE COMMUNITY BASED PROJECT TO BE
BID**

Name of the Completed Contract	Contract Date	Period/Duration/Delivery Date	Amount Involved	Definition or Description of the Project or major categories of work	Supporting Documentary Proofs (e. g user Acceptance , official receipts, Sales Invoice) attached as Annex “ ”

[Insert NAME OF COMMUNITY OR SOCIAL GROUP REPRESENTATIVE]

[Insert signatory’s legal capacity]