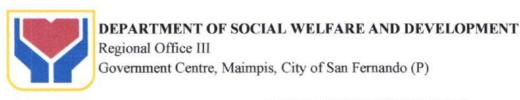
*COMPANY NAME



REQUEST FOR QUOTATION

RFQ No. <u>2021-08-242</u> PR No. <u>2021-08-523</u>

COMI ANT MAIN	
*BUSINESS ADDI	RESS :
*CONTACT PERS	SON :
*CONTACT NUM	BER :
Sir/Madam:	
	onal Office III, through its Procurement Section, hereby requests you to submit price quotations for the following ed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;
	Purchase of Food Items (Fresh Meats/Fish/Eggs) of DSWD ROIII Tarlac Home for Women - Center and Facilities (CRCFs) for the period of SEPTEMBER - OCTOBER 2021.
	g the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied inical documentation and catalogue(s) and/or other printed materials or pertinent information for each item ile.
To assist you in th	e preparation of your price quotation, we include the necessary technical specifications, required quantities and ONDITIONS :
> Valid > Acco > Bank > Phild > Later	d/Current Mayor's Permit omplished Certificate of Signatory (template provided) to Details - Issuing Bank (preferably LBP) (template provided) GEPS Registration Number (if Red)/ PhilGEPS Certificate (if Platinum) st Income/ Business Tax Return (500k and up ABC) nibus Sworn Statement
	Project: P 148,200.00 Basis: Award shall be made to the supplier(s)/ service provider(s) on per:
	Item Basis Total Quoted Lot Basis
DSWD 7	Delivery: Items/Materials requested shall be delivered at; FARLAC HOME FOR WOMEN, Tarlac Provincial Hospital Compound, Brgy. San Vicente, Tarlac City the supplier/service provider within the period specified below.
reason ac Of Procu	Terms: within working days upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If lier/service provider failed to deliver or perform the services under the contract/PO within days without valid exceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head tring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/stable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
	e of Submission: The DSWD Regional Office III, through its Procurement Section will receive duly accomplished as until
> Mai Proje	of Submission: Your bid/quotation shall be submitted together with this form in I/Personal – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of ect, Name/Title of Project, Supplier/Service Provider's Business Name. ail – send to bacsecretariat.fo3@dswd.gov.ph ONLY (official email address of the BAC Secretariat)

8. Validity of the Offer: Standard quotation(s) validity shall be for a minimum period of thirty (30) calendar days from the

date of the submission of your bid/quotation thru the following manner to constitute ACCEPTANCE;

- If submitted thru Mail/Personal appearance: to be stamped "RECEIVED" by a BAC/Procurement Representative
- If submitted thru E-mail: to be acknowledged by a BAC/Procurement Representative

However, should you stipulate your own Offer Validity for the above-mentioned project on the Annex A/B form, the standard requirement above shall be superseded. If the supplier/service provider withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded without an acceptable justification, then the supplier(s)/service provider(s) may be banned from participating with DSWD RO III's procurement for a minimum period of three (3) months.

- Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
- 10. Evaluation of Quotations: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
 - where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - where there is a miscalculation in the amount/s in figures in the total quoted award basis, the amount of bid as calculated by the BAC will prevail (base on the adjusted line item total per item)
 - If a Supplier refuses to accept the correction, his quotation will be rejected.
- 11. Award of Purchase Order/Job Order: The award shall be made to the bidder offering the lowest evaluated price that is responsive/meets the minimum technical and financial requirements or whatever is deemed most advantageous on the part of DSWD ROIII as determined by the Bids and Awards Committee (BAC).
- 12. Liquidated damages/penalty: In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. (2016 Revised IRR of R.A 9184 Annex "I" Guidelines on Termination of Contracts)
- 13. Terms of Payment: Payment shall be made within seven (7) to fifteen (15) working days thru Check (for first time suppliers) or LDDAP, only upon full delivery/performance of the items/materials/services and acceptance by the requisitioning unit and/or the inspection and acceptance committee and presentation & submission of complete documents to Finance Division. For Non-LBP Accounts, LDDAP service charge will be borne by the Supplier/Service Provider - thus encouraged to open Land Bank of the Philippines Account.
- 14. Authenticity of Signatures: The DSWD ROIII requests an accomplished copy of the Certificate of Signatory Form from your company to identify your duly authorized representatives and determine their respective signatures for security purposes. If you are a newly registered supplier, please request the form from our office and submit it together with your quotation.
- 15. Brands and Model Numbers: For supplies/goods, all bids must be quoted with a corresponding brand next to its quoted price. If your offer does not have a specific brand, the term "generic" should be stated for Goods/Supplies only. Likewise, all

		Appliances, etc.) must have a specified brand offer with a will automatically disqualify your bid/quotation.	corresponding model number. Not
Further infor	mation can be obtained i	from:	
	Address Tele Fax E-mail Address	: DSWD ROIII, DMGC, Brgy, Maimpis, San Fernande : (045) 861-5630/2413 local 127 : bacsecretariat.fo3@dswd.gov.ph	o, Pampanga
below. Sincerely,	TERIC MORALES	is request letter which will serve as a formal letter of invitation	on to bid by affixing your signature
\bigcirc	4	Concurre	ed by:
		*	
			/SERVICE PROVIDER re over Printed Name)
Remarks:			
		r submitted his/her bid before closing date/ Expressed interest to bid er did not submit his/her bid before closing date/Expressed disinteres	