

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-01-007

PR No. 2022-01-045

*COMPANY NAME : _____
 *BUSINESS ADDRESS : _____
 *CONTACT PERSON : _____
 *CONTACT NUMBER : _____

Sir/Madam:

The DSWD Regional Office III, through its Procurement Section, hereby requests you to submit price quotations for the following items/services listed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;

Title of Project: Purchase of Food Items (fresh meats/fish/eggs) of DSWD Tarlac Lingap Center and Residential Care Facilities (CRCF's) for the period of March - April CY 2022.

Please quote using the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied by adequate technical documentation and catalogue(s) and/or other printed materials or pertinent information for each item quoted if applicable.

To assist you in the preparation of your price quotation, we include the necessary technical specifications, required quantities and **TERMS AND CONDITIONS:**

1. **Technical Components:** Interested suppliers are required to submit the following;
 - Valid/Current Mayor's Permit
 - Accomplished Certificate of Signatory (template provided)
 - Bank Details - Issuing Bank (preferably LBP) (template provided)
 - PhilGEPS Registration Number (if Red)/ PhilGEPS Certificate (if Platinum)
 - Latest Income/ Business Tax Return
 - Omnibus Sworn Statement (50k above)
2. **ABC of Project: 175,410.00**
3. **Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:

☐ Item Basis

☒ Lot Basis
4. The procuring Entity reserves its right to reject bid or if already awarded, automatically cancel such award in case of failure to deliver all the items in its respective quantity and technical specifications in accordance with herein indicated award basis.
5. **Place of Delivery:** Items/Materials requested shall be delivered at;
DSWD – Tarlac Lingap Center San Juan De Mata, Tarlac
 at the expense of the supplier/service provider within the period specified below.
6. **Delivery Terms:** within _____ working days upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If the supplier/service provider failed to deliver or perform the services under the contract/PO within ____ days without valid reason acceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head of Procuring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/s if applicable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
7. **Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until _____, 2022. Quotations submitted beyond the deadline will not be accepted.
8. **Manner of Submission:** Your bid/quotation shall be submitted together with this form in
 - **Mail/Personal** – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of Project, Name/Title of Project, Supplier/Service Provider's Business Name.
 - **E-mail** – send to quotation.fo3@dswd.gov.ph **ONLY (official email address of the BAC Secretariat)**
9. **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.

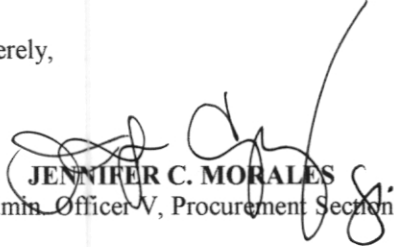
10. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
11. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated 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.
12. **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).
13. **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)
14. **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.
15. **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.
16. **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 equipment (I.T., Furniture, Appliances, etc.) must have a specified brand offer with corresponding model number. Non-compliance of this provision will automatically disqualify your bid/quotation.

Further information can be obtained from:

Address : DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga
Tele Fax : (045) 861-5630/2413 local 127
E-mail Address : quotation.fo3@dswd.gov.ph

Please acknowledge the receipt of this request letter which will serve as a formal letter of invitation to bid by affixing your signature below.

Sincerely,


JENNIFER C. MORALES
Admin. Officer V, Procurement Section

Concurred by:

SUPPLIER/SERVICE PROVIDER
(Signature over Printed Name)

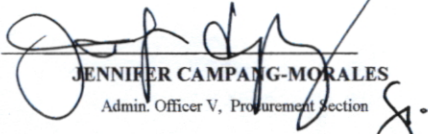
Remarks:

- ☐ - Supplier/Service Provider *submitted* his/her bid before closing date/ Expressed interest to bid
- ☐ - Supplier/ Service Provider *did not submit* his/her bid before closing date/Expressed disinterest to bid

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III

PRICE QUOTATION FORM

Please quote your lowest price for the package described below stating the shortest time of delivery, subject to the terms and conditions set forth on the Request For Quotation Form, and submit your quotation duly signed by your authorized representative (see letter "N" of Terms and Conditions in the RFQ Form) at Procurement Section, DSWD RO III, Gov't Center, Maimpis, City of San Fernando, Pampanga on or before _____, 2022. The DSWD ROIII reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.


JENNIHER CAMPANG-MORALES
Admin. Officer V, Procurement Section

A. PROJECT DETAILS

TITLE OF PROJECT : Purchase of Food Items (fresh meats/fish/eggs) of DSWD Tarlac Lingap Center and Residential Care Facilities (CRCF's) for the period of March - April CY 2022.
ABC OF PROJECT : 175,410.00
REFERENCE PR NO. : 2022-01-045
RFQ NUMBER : 2022-01-007
REQUESTING OFFICE : TARLAC LINGAP CENTER

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : _____ *DATE : _____
*BUSINESS ADDRESS : _____
*CONTACT PERSON : _____
*CONTACT NUMBER : _____

[please accomplish the required field in red asterisk (" * ")]

Sir/Madam:
After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	UNIT COST	TOTAL COST
			WET MARKET GOODS (Fresh Meat/Fish/Eggs)		
			A. REQUEST INFO		
			Period of Requirement: Month of March (1-31) to April (1-30) CY 2022		
			Delivery Location: DSWD Tarlac Lingap Center		
			San Juan De Mata, Tarlac		
			Delivery Frequency: Twice a week (every Tuesday & Friday) prior the actual week of need (see breakdown below)		
			B. ITEM SUMMARY		
1	142	PACKS	CHICKEN MEAT, QUARTER LEG PART, FRESH, ONE (1) KILO PER PACK		
			> Must be free from unpleasant smell		
			> Meat must be plump and pinkish in color and not green/gray		
			> Tear and bruise free		
2	80	PACKS	PORK, LAMAN/LIEMPO PART, FRESH ONE (1) KILO PER PACK		
			> Must be free from unpleasant smell		
			> Meat must be plump and pinkish in color and not green/gray		
3	52	PACKS	PORK, GROUND, 15-30% FAT, FRESH, UNSEASONED ONE (1) KILO PER PACK		
			> Must be from the shoulder part of the pig		
			> Must be free from the unpleasant smell		
			> Meat must be reddish/pinkish in color and not green/gray		
4	24	PACKS	BAKA, LAMAN, FRESH, ONE (1) KILO PER PACK		
			> Must be free from unpleasant smell		
			> Meat must be plump and pinkish in color and not green/gray		
5	20	PACKS	PATA NG BABOY, fresh, one (1) kilo per pack		
			> Must be free from unpleasant smell		
6	10	PACKS	LIVER PORK, fresh, one (1) kilo per pack		
			> Must be free from unpleasant smell		
7	4	PACKS	LIVER CHICKEN, fresh, (1) kilo per pack		
			> Must be free from unpleasant smell		
8	87	KILOS	FISH TILAPIA, fresh, preferably alive when delivered one (1) kilo per pack		
			> Intack scales, bright red gills, clear eyes		

9	78	KILOS	FISH BANGUS/MILKFISH, fresh, (1) kilo per pack		
			> Intack scales, bright red gills, clear eyes		
10	60	KILOS	FISH GALUNGGONG, fresh, (1) kilo per pack		
			> Intack scales, bright red gills, clear eyes		
11	20	KILOS	PUSIT, fresh, (1) kilo per pack		
			> Must be free from unpleasant smell		
12	25	KILOS	FISH DALAGANG BUKID, fresh, one (1) kilo per pack		
			> Intack scales, bright red gills, clear eyes		
13	35	TRAY	EGGS, chicken, white, Age: 2-5 days old, Expiration: two (2) weeks upon delivery		
			> White, no broken shell		
			> Age: 2-5 days old		
			> Size: Medium, 45-50 grams, 30 pcs per tray		
14	4	BOXES	QUAIL EGGS, Expiration: two (2) weeks upon delivery		
			> No broken shell		
			> Age: 2-5 days old		
			> 100 pcs per box		
15	120	PIECES	ITLOG MAALAT, Duck, Expiration: two (2) weeks upon delivery		
			> No broken shell		
			> 5-8 days freshly harvest		
16	8	PACKS	BEEF GROUND, 15-30% fat, fresh, Unseasoned one (1) kilo per pack		
			> Must be from the shoulder part of the pig		
			> Must be free from the unpleasant smell		
			> Meat must be plump and pinkish in color and not green/gray		
17	24	KILOS	DAING NA BANGUS, fresh, one (1) kilo per pack		
			> Must be free from unpleasant smell		
			> Must be 2-3 days freshly made		
			C. BREAKDOWN PER WEEK		
			MARCH 1, 2022 (Delivery dates: February 25, 2022)		
			> 2 trays eggs (30 pcs per tray)		
			> 6 kls tilapia, fresh		
			> 7 kls chicken, fresh, quarter leg part		
			MARCH 2-4, 2022 (Delivery dates: March 1, 2022)		
			> 5 kls tilapia, fresh		
			> 1 box quail eggs (100 pcs per box)		
			> 1 kls liver chicken, fresh		
			> 7 kls chicken, fresh, quarter leg part		
			> 5 kls galunggong, fresh		
			> 4 kls pork giniling, fresh		
			MARCH 5-8, 2022 (Delivery dates: March 4, 2022)		
			> 30 pcs itlog maalat		
			> 12 kls pork laman, liempo part, fresh		
			> 3 trays eggs (30 pcs per tray)		
			> 5 kls galunggong, fresh		
			> 6 kls baka, fresh		
			> 9 kls chicken, fresh, quarter leg part		
			> 6 kls bangus, fresh		
			MARCH 9-11, 2022 (Delivery dates: March 8, 2022)		
			> 5 kls tilapia, fresh		
			> 1 box quail eggs (100 pcs per box)		
			> 1 kls liver chicken, fresh		
			> 7 kls chicken, fresh, quarter leg part		
			> 5 kls galunggong, fresh		
			> 4 kls pork giniling, fresh		
			MARCH 12-15, 2022 (Delivery dates: March 11, 2022)		
			> 30 pcs itlog maalat		

		> 12 kls pork laman, liempo part, fresh		
		> 3 trays eggs (30 pcs per tray)		
		> 5 kls galunggong, fresh		
		> 6 kls baka, fresh		
		> 9 kls chicken, fresh, quarter leg part		
		> 6 kls bangus, fresh		
		MARCH 16-18, 2022 (Delivery dates: March 15, 2022)		
		> 5 kls tilapia, fresh		
		> 1 box quail eggs (100 pcs per box)		
		> 1 kls liver chicken, fresh		
		> 7 kls chicken, fresh, quarter leg part		
		> 5 kls galunggong, fresh		
		> 4 kls pork giniling, fresh		
		MARCH 19-22, 2022 (Delivery dates: March 18, 2022)		
		> 30 pcs itlog maalat		
		> 12 kls pork laman, liempo part, fresh		
		> 3 trays eggs (30 pcs per tray)		
		> 5 kls galunggong, fresh		
		> 6 kls baka, fresh		
		> 9 kls chicken, fresh, quarter leg part		
		> 6 kls bangus, fresh		
		MARCH 23-25, 2022 (Delivery dates: March 22, 2022)		
		> 5 kls tilapia, fresh		
		> 1 box quail eggs (100 pcs per box)		
		> 1 kls liver chicken, fresh		
		> 7 kls chicken, fresh, quarter leg part		
		> 5 kls galunggong, fresh		
		> 4 kls pork giniling, fresh		
		MARCH 26-29, 2022 (Delivery dates: March 25, 2022)		
		> 30 pcs itlog maalat		
		> 12 kls pork laman, liempo part, fresh		
		> 3 trays eggs (30 pcs per tray)		
		> 5 kls galunggong, fresh		
		> 6 kls baka, fresh		
		> 9 kls chicken, fresh, quarter leg part		
		> 6 kls bangus, fresh		
		MARCH 30-31, 2022 (Delivery dates: March 29, 2022)		
		> 7 kls chicken, fresh, quarter leg part		
		> 5 kls dalagang bukid, fresh		
		> 4 kls pork giniling, fresh		
		APRIL 1-5, 2022 (Delivery dates: April 1, 2022)		
		> 4 trays eggs (30 pcs per tray)		
		> 6 kls pork laman, liempo part, fresh		
		> 2 kls liver pork, fresh		
		> 10 kls tilapia, fresh		
		> 12 kls bangus, fresh		
		> 9 kls chicken, fresh, quarter leg part		
		> 2 kls ground beef, fresh		
		> 5 kls pata ng baboy, fresh		
		> 5 kls dalagang bukid, fresh		
		> 4 kls pork giniling, fresh		
		> 5 kls pusit, fresh		
		APRIL 6-8, 2022 (Delivery dates: April 5, 2022)		
		> 6 kls daing na bangus, fresh		
		> 2 trays eggs (30 pcs per tray)		
		> 7 kls chicken, fresh, quarter leg part		
		> 5 kls galunggong, fresh		
		> 4 kls pork giniling, fresh		
		> 8 kls pork laman, liempo part, fresh		
		> 2 kls liver pork, fresh		
		> 6 kls tilapia, fresh		

			APRIL 9-12, 2022 (Delivery dates: April 8, 2022)		
			> 3 trays eggs (30 pcs per tray)		
			> 12 kls bangus, fresh		
			> 9 kls chicken, fresh, quarter leg part		
			> 10 kls tilapia, fresh		
			> 2 kls ground beef, fresh		
			> 5 kls pata ng baboy, fresh		
			> 5 kls dalagang bukid, fresh		
			> 4 kls pork giniling, fresh		
			> 5 kls pusit, fresh		
			APRIL 13-15, 2022 (Delivery dates: April 12, 2022)		
			> 6 kls daing na bangus, fresh		
			> 2 trays eggs (30 pcs per tray)		
			> 7 kls chicken, fresh, quarter leg part		
			> 5 kls galunggong, fresh		
			> 4 kls pork giniling, fresh		
			> 6 kls pork laman, liempo part, fresh		
			> 2 kls liver pork, fresh		
			> 5 kls tilapia, fresh		
			APRIL 16-19, 2022 (Delivery dates: April 15, 2022)		
			> 3 trays eggs (30 pcs per tray)		
			> 12 kls bangus, fresh		
			> 9 kls chicken, fresh, quarter leg part		
			> 10 kls tilapia, fresh		
			> 2 kls ground beef, fresh		
			> 5 kls pata ng baboy, fresh		
			> 5 kls dalagang bukid, fresh		
			> 4 kls pork giniling, fresh		
			> 5 kls pusit, fresh		
			APRIL 20-22, 2022 (Delivery dates: April 19, 2022)		
			> 6 kls daing na bangus, fresh		
			> 2 trays eggs (30 pcs per tray)		
			> 7 kls chicken, fresh, quarter leg part		
			> 5 kls galunggong, fresh		
			> 4 kls pork giniling, fresh		
			> 6 kls pork laman, liempo part, fresh		
			> 2 kls liver pork, fresh		
			> 5 kls tilapia, fresh		
			APRIL 23-26, 2022 (Delivery dates: April 22, 2022)		
			> 3 trays eggs (30 pcs per tray)		
			> 12 kls bangus, fresh		
			> 9 kls chicken, fresh, quarter leg part		
			> 10 kls tilapia, fresh		
			> 2 kls ground beef, fresh		
			> 5 kls pata ng baboy, fresh		
			> 5 kls dalagang bukid, fresh		
			> 4 kls pork giniling, fresh		
			> 5 kls pusit, fresh		
			APRIL 27-30, 2022 (Delivery dates: April 26, 2022)		
			> 6 kls daing na bangus, fresh		
			> 2 trays eggs (30 pcs per tray)		
			> 7 kls chicken, fresh, quarter leg part		
			> 5 kls galunggong, fresh		
			> 4 kls pork giniling, fresh		
			> 6 kls pork laman, liempo part, fresh		
			> 2 kls liver pork, fresh		
			> 5 kls tilapia, fresh		
			> 6 kls bangus, fresh		
			D. TERMS AND CONDITION		
			> All prices quoted herein are valid, binding and effective for two (2) months - March (1-31)		
			and April (1-30) 2022.		

			> Prices quoted shall be inclusive of all costs including transportation, freight and handling and other incidental expenses maybe incurred to the indicated delivery site.		
			> Supplier/service providers must have 10% of the quantity of each of the items stated in this request which will serve as "buffer items" in case of spoiled or rejected deliveries		
			> The bidder is preferably a local supplier for in case of complaints, the local supplier can immediately respond. However, in the absence of the qualified local supplier, a Provincial or Regional Supplier shall qualify		
			> Provision for packaging of the items is required to prevent 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		
			> Ensure no disruption of deliveries		
			> The DSWD accepts no liability for the damage of items during transit, in the case if terms supplied from within the Philippines or supplied by domestic suppliers risk and little will not be deemed to have passed to the DSWD until their receipt and final acceptance at the final destination		
			> Please submit your best offer w/o sacrificing its quality		
			NOTE: PLEASE SUBMIT YOUR BEST OFFER W/O SACRIFICING ITS QUALITY		
				<i>TOTAL BID (Amount in Figures):</i>	
			<i>APPROVED BUDGET FOR THE CONTRACT</i>	<i>(ABC - P)</i>	<i>175,410.00</i>

AWARD BASIS: / / Item Basis / X / Lot Basis

The above-quoted prices are inclusive of all costs and applicable taxes.



MARK ANGELO BASILIO

Signature of Canvasser

*

SUPPLIER/SERVICE PROVIDER

(Signature Over Printed Name)