

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2023-09-087  
PR No. 2023-09-133  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED.** To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!

**\*Title of the Project: Purchase of Food Items (Fresh Meats/Fish/Eggs) of DSWD RO III Tarlac Home For Women - Center and Residential Care Facilities (CRCFs) for the period requirement of November (1-30) & December (1-31) CY 2023**

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

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

**NP-Small Value Procurement**

- Philgeps Registration Number;
- Valid Mayor's Permit;

**For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said document**

- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

**If awarded, kindly submit the notarized Omnibus Sworn Statement within 2 days upon receipt of the Notice of Award.**

- Latest Income/Business Tax Return (for ABCs 500k and above);
- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. **(This is not applicable for Catering Services)**
  - a. For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation: Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;

- b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
- c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

**Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.**


Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> in case of difficulty accessing the above link, you may access the alternate link: <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a> Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2 <sup>nd</sup> Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>1:00 PM October 2, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
OIC Admin Division Chief  
Concurrent Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
  - No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
  - Quotation validity shall be: Thirty (30) Calendar Day
  - Items should be delivered within: See Scheduled Delivery Date in Annex A
  - Place of Delivery: DSWD THFW, Provincial Hospital Compound, Brgy. San Vicente, Tarlac City
  - Terms of Payment: Thirty (30) Calendar Days after each Monthly Delivery
- Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise 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, 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. Once 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.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): \_\_\_\_\_
- 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).
- 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](http://www.philgeps.gov.ph) and register for free.

  
**KEILYN JOY B. CALMA**

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No.

2023-09-087

Date:

\* Company Name: \_\_\_\_\_  
 \* Company Address: \_\_\_\_\_  
 \* Contact Person: \_\_\_\_\_  
 \* Contact No.: \_\_\_\_\_  
 \* PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
1	LOT		WET MARKET GOODS (Fresh Meats/Fish/Eggs)			
			<b>A. REQUEST INFO</b>			
			Period of Requirement: Month of November (1-30) & December (1-31) CY 2023			
			Delivery Location: DSWD Tarlac Home For Women, Tarlac Provincial Hospital Compound, Brgy. San Vicente, Tarlac City			
			Delivery Frequency: Twice a week (Monday and Wednesday) prior the actual week of need (see breakdown below)			
			<b>B. ITEM SUMMARY</b>			
78	PACK		PORK LAMAN, Fresh, (1) kilo per pack > must be free from unpleasant smell > must be reddish/pinkish in color and not green/gray			
78	PACK		PORK, Ground, 15-30% fat, Fresh, Unseasoned, (1) kilo per pack > must be from the shoulder part of the pig > must be free from unpleasant smell > must be reddish/pinkish in color and not green/gray			
18	PACK		CHICKEN BREAST, Fresh, (1) kilo per pack > must be free from unpleasant smell > must be plump and pinkish in color and not green/gray > tear and bruise-free			
28	PACK		BEEF LAMAN, Fresh, (1) kilo per pack > must be free from unpleasant smell > must be reddish/pinkish in color and not green/gray			
34	PACK		CHICKEN THIGH, Unseasoned Fresh, (1) kilo per pack > must be free from unpleasant smell, tear and bruise-free > must be plump and pinkish in color and not green/gray			
8	PACK		CHICKEN LEGS, Unseasoned Fresh, (1) kilo per pack > must be free from unpleasant smell, tear and bruise-free > must be plump and pinkish in color and not green/gray			
45	PACK		PORK RIBS, Fresh, (1) kilo per pack > must be free from unpleasant smell > must be reddish/pinkish in color and not green/gray			
65	PACK		CHICKEN, DRESSED (WHOLE), Unseasoned Fresh, (1) kilo per pack > must be free from unpleasant smell > must be plump and pinkish in color and not green/gray > tear and bruise-free			
70	KILO		FISH BANGUS > must be cleaned already, bright red gills, clear eyes > must be free from unpleasant smell > Size: medium			
27	TRAY		EGG, 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 pieces per tray			

4	PACK	<b>PORK LIVER, Fresh, (1) kilo per pack</b> > must be free from unpleasant smell > must be reddish/pinkish in color and not green/gray			
25	PACK	<b>GALUNGONG, LALAKI, Fresh, One (1) kilo per pack</b> > must be free from unpleasant smell > Size: medium, clear eyes and must be cleaned already			
40	PACK	<b>TILAPIA, Fresh, (1) kilo per pack</b> > must be free from unpleasant smell > Size: medium, clear eyes and must be cleaned already			
16	PACK	<b>SHRIMP, Fresh, (1) kilo per pack</b> > must be free from unpleasant smell > Size: medium			
8	PACK	<b>GROUND CHICKEN, Unseasoned Fresh, (1) kilo per pack</b> > must be free from unpleasant smell > must be plump and pinkish in color and not green/gray			
<b>C. BREAKDOWN PER WEEK</b>					
<b>I. Week 1 - November 1-7, 2023</b>					
<b>Nov 1-3, 2023 (DELIVERY DATE IS ON October 30, 2023)</b>					
		> 5 kilos dressed chicken			
		> 4 kilos pork laman			
		> 5 kilos pork ribs			
		> 4 kilos ground pork			
		> 5 kilos beef laman			
		> 5 kilos bangus			
		> 2.5 trays			
<b>Nov 4-7, 2023 (DELIVERY DATE IS ON November 1, 2023)</b>					
		> 5 kilos dressed chicken			
		> 2 kilos ground chicken			
		> 2 kilos chicken breast			
		> 9 kilos pork laman			
		> 2 kilos ground pork			
		> 1 kilo pork liver			
		> 5 kilos bangus			
		> 4 kilos shrimp			
<b>II. Week 2 - November 8-14, 2023</b>					
<b>November 8-10, 2023 (DELIVERY DATE IS ON November 6, 2023)</b>					
		> 5 kilos dressed chicken			
		> 4 kilos pork laman			
		> 5 kilos pork ribs			
		> 4 kilos ground pork			
		> 5 kilos beef laman			
		> 5 kilos bangus			
		> 2.5 trays			
<b>Nov 11-14, 2023 (DELIVERY DATE IS ON November 8, 2023)</b>					
		> 5 kilos dressed chicken			
		> 2 kilos ground chicken			
		> 2 kilos chicken breast			
		> 9 kilos pork laman			
		> 2 kilos ground pork			
		> 1 kilo pork liver			
		> 5 kilos bangus			
		> 4 kilos shrimp			
<b>III. Week 3 - November 15-21, 2023</b>					
<b>Nov 15-17, 2023 (DELIVERY DATE IS ON November 13, 2023)</b>					
		> 5 kilos dressed chicken			
		> 4 kilos pork laman			
		> 5 kilos pork ribs			
		> 4 kilos ground pork			
		> 5 kilos beef laman			

		> 5 kilos bangus			
		> 2.5 trays			
		<b>Nov 18-21, 2023 (DELIVERY DATE IS ON November 15, 2023)</b>			
		> 5 kilos dressed chicken			
		> 2 kilos ground chicken			
		> 2 kilos chicken breast			
		> 9 kilos pork laman			
		> 2 kilos ground pork			
		> 1 kilo pork liver			
		> 5 kilos bangus			
		> 4 kilos shrimp			
		<b>IV. Week 4 - November 22-28, 2023</b>			
		<b>Nov 22-24, 2023 (DELIVERY DATE IS ON November 20, 2023)</b>			
		> 5 kilos dressed chicken			
		> 4 kilos pork laman			
		> 5 kilos pork ribs			
		> 4 kilos ground pork			
		> 5 kilos beef laman			
		> 5 kilos bangus			
		> 2.5 trays			
		<b>Nov 25-28, 2023 (DELIVERY DATE IS ON November 22, 2023)</b>			
		> 5 kilos dressed chicken			
		> 2 kilos ground chicken			
		> 2 kilos chicken breast			
		> 9 kilos pork laman			
		> 2 kilos ground pork			
		> 1 kilo pork liver			
		> 5 kilos bangus			
		> 4 kilos shrimp			
		<b>V. Week 5 - Nov 29-30, 2023(DELIVERY DATE IS ON November 27, 2023)</b>			
		> 5 kilos dressed chicken			
		> 2 kilos pork laman			
		> 5 kilos pork ribs			
		> 2 kilos ground pork			
		> 5 kilos bangus			
		> 1 tray egg			
		<b>I. Week 1 - December 1-7, 2023</b>			
		<b>Dec 1-4, 2023 (DELIVERY DATE IS ON November 29, 2023)</b>			
		> 5 kilos bangus			
		> 5 kilos galunggong			
		> 8 kilos tilapia			
		> 2 kilos chicken breast			
		> 5 kilos dressed chicken			
		> 8 kilos ground pork			
		> 4 kilos pork laman			
		> 4 trays egg			
		<b>Dec 5-7, 2023 (DELIVERY DATE IS ON December 4, 2023)</b>			
		> 6 kilos chicken thigh			
		> 3 kilos ground pork			
		> 2 kilos pork laman			
		> 5 kilos pork ribs			
		<b>II. Week 2 - December 8-14, 2023</b>			
		<b>Dec 8-11, 2023 (DELIVERY DATE IS ON December 6, 2023)</b>			
		> 5 kilos bangus			
		> 5 kilos galunggong			
		> 8 kilos tilapia			
		> 2 kilos chicken breast			
		> 5 kilos dressed chicken			
		> 8 kilos ground pork			
		> 4 kilos pork laman			
		> 4 trays egg			



	<b>Dec 12-14, 2023 (DELIVERY DATE IS ON December 11, 2023)</b>		
	> 6 kilos chicken thigh		
	> 3 kilos ground pork		
	> 2 kilos pork laman		
	> 5 kilos pork ribs		
	<b>III. Week 3 - December 15-21, 2023</b>		
	<b>Dec 15-18, 2023 (DELIVERY DATE IS ON December 13, 2023)</b>		
	> 5 kilos bangus		
	> 5 kilos galunggong		
	> 8 kilos tilapia		
	> 2 kilos chicken breast		
	> 5 kilos dressed chicken		
	> 10 kilos chicken thigh		
	> 8 kilos beef laman		
	> 8 kilos ground pork		
	> 4 kilos pork laman		
	> 4 trays egg		
	<b>Dec 19-21, 2023 (DELIVERY DATE IS ON December 18, 2023)</b>		
	> 6 kilos chicken thigh		
	> 3 kilos ground pork		
	> 2 kilos pork laman		
	> 5 kilos pork ribs		
	<b>IV. Week 4 - December 22-28, 2023</b>		
	<b>Dec 22-25, 2023 (DELIVERY DATE IS ON December 20, 2023)</b>		
	> 5 kilos bangus		
	> 5 kilos galunggong		
	> 8 kilos tilapia		
	> 2 kilos chicken breast		
	> 5 kilos dressed chicken		
	> 10 kilos ground pork		
	> 2 kilos pork laman		
	> 8 kilos chicken legs		
	> 3 trays egg		
	<b>Dec 26-28, 2023 (DELIVERY DATE IS ON December 25, 2023)</b>		
	> 6 kilos chicken thigh		
	> 3 kilos ground pork		
	> 2 kilos pork laman		
	> 5 kilos pork ribs		
	<b>V. Week 5 - Dec 29-31, 2023 (DELIVERY DATE IS ON December 27, 2023)</b>		
	> 5 kilos bangus		
	> 5 kilos galunggong		
	> 8 kilos tilapia		
	> 2 kilos chicken breast		
	> 6 kilos ground pork		
	> 2 kilos pork laman		
	> 1 tray egg		
	<b>D. TERMS AND CONDITIONS</b>		
	> All prices are quoted herein are valid, binding and effective for Two (2) months - November 1, 2023 to December 31, 2023)		
	> Prices quoted shall be inclusive of all costs including transportation, freight and handling.		
	and another incidental expenses maybe incurred to the indicated delivery site		
	> Suppliers/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/rejected deliveries		
	> 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 Suppliers a Provincial or Regional Providers 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 items supplied		
	from within the Philippines or supplied by domestic supplier risk and title will not be deemed to have		
	passed to the DSWD until their receipt and final acceptance at the final destination		
	<b>E. PAYMENT TERM:</b> To payment		

