

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

REQUEST FOR QUOTATION

RFQ No. 2023-09-120  
PR No. 2023-09-142  
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: Purpose: Purchase of Food Items (Fresh/Fish/Eggs) at DSWD FO III Regional Home for Girls - Center and Residential Care Facilities (CRCFs) for the period requirements of November - December CY 2023 (1-31).**

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;
- 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><br>in case of difficulty accessing the above link, you may access the alternate link:<br><a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a><br>Select the Menu – “ <b>BID SUBMISSION</b> ” |
| <b>IN PERSON SUBMISSION</b>   | Procurement Section, 2 <sup>fl</sup> , New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga  |
| <b>DEADLINE OF SUBMISSION</b> | <b>3:00 PM October 3, 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:**

1. Award shall be made on per:  Item Basis  Lot Basis
2. No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
3. Quotation validity shall be: Thirty (30) Calendar Day
- 4.: Items should be delivered within: See Scheduled Delivery Date in Annex A
5. Place of Delivery: Regional Home for Girls, Brgy. Singalat, Palayan City, Nueva Ecija
6. Terms of Payment: Thirty (30) Calendar Days after every month of 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.

7. 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.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): \_\_\_\_\_
11. 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).
12. 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

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) to register."

RFQ No.

2023-09-120

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  |      | <b>WET MARKET GOODS (Fresh Meat/Fish/Eggs)</b>  |  |           |            |
|          |      |      | <b>A. REQUEST INFO</b>  |  |           |            |
|          |      |      | <b>Period of Requirement:</b> Month of November - December( 1-31 ) CY 2023  |  |           |            |
|          |      |      | <b>Delivery Location:</b> DSWD Regional Home for Girls Singalat, Palayan City   |  |           |            |
|          |      |      | <b>Delivery Frequency:</b> Twice a week (every Tuesday and Friday prior the actual week of need (See breakdown below) |  |           |            |
|          |      |      | <b>B. ITEM SUMMARY</b>  |  |           |            |
| 242      | PACK |      | <b>CHICKEN MEAT, QUARTER LEG PART and BREAST, FRESH (1) KILO PER PACK</b>   |  |           |            |
|          |      |      | >Must be free from unpleasant smell   |  |           |            |
|          |      |      | >Meat must be plump and pinkish in color and not gree/gray  |  |           |            |
|          |      |      | >Tear and Bruise-free   |  |           |            |
| 517      | PACK |      | <b>PORK, LAMAN/LIEMPO PART, Fresh, (1) kilo per pack</b>  |  |           |            |
|          |      |      | >Must be free from unpleasant smell   |  |           |            |
|          |      |      | >Meat must be reddish/ pinkish in color and not gree/gray   |  |           |            |
| 60       | PACK |      | <b>PORK,GROUND, 10% Fat lean meat, Fresh, Unseasoned, one (1) kilo per pack</b>                                       |  |           |            |
|          |      |      | >Must be from the shoulder part of the pig  |  |           |            |
|          |      |      | >Must be free from unpleasant smell   |  |           |            |
|          |      |      | >Meat must be reddish/ pinkish in color and not gree/gray   |  |           |            |
| 105      | PACK |      | <b>CHICKEN LIVER and GIZZARD, one (1) kilo per pack contain of one half (1/2) liver and one half (1/2) Gizzard</b>    |  |           |            |
|          |      |      | >Must be from the shoulder part of the pig  |  |           |            |
|          |      |      | >Meat must be reddish/ pinkish in color and not gree/gray   |  |           |            |
| 80       | PACK |      | <b>FISH, TILAPIA, FRESH, Preferably Alive when delivered, medium size, one (1) kilo per pack</b>                      |  |           |            |
|          |      |      | >Intact Scales, Bright Red Gills, Clear Eyes  |  |           |            |
| 340      | PACK |      | <b>FISH, BANGUS/MILKFISH, medium size-3 pcs per kilo(1) kilo per pack</b>   |  |           |            |
|          |      |      | >Intact Scales, Bright Red Gills, Clear Eyes  |  |           |            |
| 260      | PACK |      | <b>GALUNGGONG, medium size 10-12 pcs per kilo, one (1) kilo per pack</b>  |  |           |            |
|          |      |      | >Fresh, Good Quality  |  |           |            |
|          |      |      | >Bright Red Gills, Clear Eyes   |  |           |            |
| 100      | PACK |      | <b>PUSIT, medium size, one (1)kilo per pack</b>   |  |           |            |
|          |      |      | >Fresh, Good Quality  |  |           |            |
| 128      | TRAY |      | <b>EGG, CHICKEN, White, Age:2-5 days old, Expiration: Two (2) weeks upon delivery</b>                                 |  |           |            |
|          |      |      | >White, no broken shell / Age: 2-5 days old   |  |           |            |
|          |      |      | >Size: Medium, 45-50 grams, 30 pcs per tray   |  |           |            |
|          |      |      | >Must be free from unpleasant smell   |  |           |            |
|          |      |      | <b>C. BREAKDOWN PER WEEK</b>  |  |           |            |
|          |      |      | <b>V. WEEK I - Nov. 1-7, 2023 (Delivery Due Date Nov 1, 2023) Wednesday</b>   |  |           |            |
|          |      |      | > 16 tray, EGG  |  |           |            |
|          |      |      | >23 Kilos, CHICKEN MEAT, QUARTER LEG and BREAST PART  |  |           |            |
|          |      |      | >51 kilos PORK, LAMAN/LIEMPO  |  |           |            |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | > 5 kilos, CHICKEN ATAY BALUNBALUNAN                                  |  |  |  |
|  |  | >40 kilos, FISH GALONGONG/GIGI  |  |  |  |
|  |  | >40 kilos, FISH BANGUS  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>VI. WEEK II- Nov. 8-10, 2023(Delivery Due Date Nov 7)</b>          |  |  |  |
|  |  | > 6 Trays EGG   |  |  |  |
|  |  | >23 Kilos, CHICKEN MEAT, QUARTER LEG and BREAST PART                  |  |  |  |
|  |  | >23 kilos PORK, LAMAN/LIEMPO  |  |  |  |
|  |  | > 5 kilos, CHICKEN ATAY BALUNBALUNAN                                  |  |  |  |
|  |  | >20 kilos, FISH GALUNGONG   |  |  |  |
|  |  | >20 kilos, PUSIT/SQUID  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>VII. WEEK II - Nov 11-14, 2023 (Delivery Due Date on Nov 10)</b>   |  |  |  |
|  |  | >10 trays EGG   |  |  |  |
|  |  | >28 kilos PORK, LAMAN/LIEMPO  |  |  |  |
|  |  | > 40 kilos, FISH BANGUS   |  |  |  |
|  |  | >20 kilos, FISH GALUNGONG   |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>VIII. WEEK III- Nov 15-17, 2023 (Delivery Due Date on Nov 14)</b>  |  |  |  |
|  |  | > 6 trays EGG   |  |  |  |
|  |  | >23 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART                   |  |  |  |
|  |  | >23 kilos PORK, LAMAN/LIEMPO  |  |  |  |
|  |  | > 5 kilos, CHICKEN ATAY BALUNBALUNAN                                  |  |  |  |
|  |  | > 20 kilos, FISH GALUNGONG  |  |  |  |
|  |  | > 20 kilos, PUSIT   |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>VIII. WEEK III - Nov 18-21, 2023 (Delivery Due Date on Nov 17)</b> |  |  |  |
|  |  | >10 trays EGG   |  |  |  |
|  |  | >28 kilos PORK, LAMAN/LIEMPO  |  |  |  |
|  |  | > 40 kilos, FISH BANGUS   |  |  |  |
|  |  | >20 kilos, FISH GALUNGONG   |  |  |  |
|  |  | > 20 kilos, PUSIT   |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>IX. Week IV Nov 22-24, 2023 (Delivery Due Date on Nov 21)</b>      |  |  |  |
|  |  | >6 trays EGG  |  |  |  |
|  |  | >23 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART                   |  |  |  |
|  |  | > 23 kilos PORK, LAMAN/LIEMPO   |  |  |  |
|  |  | > 5 kilos CHICKEN, ATAY BALUNBALUNAN                                  |  |  |  |
|  |  | > 20 kilos FISH, GALUNGONG  |  |  |  |
|  |  | > 20 kilos PUSIT/SQUID  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>X. WEEK IV - Nov 25-28, 2023 (Delivery Due Date on Nov 24)</b>     |  |  |  |
|  |  | >10 trays EGG   |  |  |  |
|  |  | >28 kilos PORK, LAMAN/LIEMPO PART                                     |  |  |  |
|  |  | > 40 kilos FISH, BANGUS   |  |  |  |
|  |  | > 20 kilos FISH, GALUNGONG  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>X. WEEK V- Nov 29- Dec 1 (Delivery Due Date on Nov 28)</b>         |  |  |  |
|  |  | >8 trays EGG  |  |  |  |
|  |  | >5 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART                    |  |  |  |
|  |  | >38 kilos PORK, LAMAN/LIEMPO PART                                     |  |  |  |
|  |  | > 5 kilos CHICKEN, ATAY BALUNBALUNAN                                  |  |  |  |
|  |  | > 20 kilos FISH GALUNGONG   |  |  |  |
|  |  | >20 kilos, PUSIT/SQUID  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>X. WEEK I- Dec 2- 5, 2023 (Delivery Due Date on Dec 1)</b>         |  |  |  |
|  |  | >11 trays EGG   |  |  |  |
|  |  | >25 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART                   |  |  |  |
|  |  | >26 kilos PORK, LAMAN/LIEMPO PART                                     |  |  |  |
|  |  | > 14 kilos PORK GROUND  |  |  |  |
|  |  | > 20 kilos CHICKEN, ATAY BALUNBALUNAN                                 |  |  |  |
|  |  | > 20 kilos FISH TILAPYA   |  |  |  |
|  |  | >20 kilos FISH, BANGUS  |  |  |  |
|  |  |   |  |  |  |
|  |  | <b>XI. WEEK II- Dec 6-8, 2023 (Delivery Due Date on Dec 5)</b>        |  |  |  |
|  |  | >2 trays EGG  |  |  |  |
|  |  | >5 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART                    |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  | > 40 kilos PORK, LAMAN/LIEMPO PART   |  |  |  |
|  | > 20 kilos FISH, BANGUS  |  |  |  |
|  | > 20 kilos FISH, GALUNGGONG  |  |  |  |
|  |  |  |  |  |
|  | <b>XII. WEEK II - Dec 9-12, 2023 (Delivery Due Date on Dec 8)</b>  |  |  |  |
|  | > 11 trays EGG   |  |  |  |
|  | > 25 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART   |  |  |  |
|  | > 26 kilos PORK, LAMAN/LIEMPO PART   |  |  |  |
|  | > 14 kilos PORK, GROUND  |  |  |  |
|  | > 20 kilos CHICKEN, ATAY BALUNBALUNAN  |  |  |  |
|  | > 20 kilos FISH TILAPYA  |  |  |  |
|  | > 20 kilos FISH, BANGUS  |  |  |  |
|  |  |  |  |  |
|  | <b>XIII. WEEK III- Dec 13 - 15, 2023 (Delivery Due Date on Dec 12, 2023 )</b>  |  |  |  |
|  | > 2 trays EGG  |  |  |  |
|  | > 5 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART  |  |  |  |
|  | > 40 kilos PORK, LAMAN/LIEMPO PART   |  |  |  |
|  | > 20 kilos, FISH BANGUS  |  |  |  |
|  | > 20 kilos FISH GALUNGGONG   |  |  |  |
|  |  |  |  |  |
|  | <b>IV. WEEK II - Dec 16-19, 2023 (Delivery Due Date on Dec 15)</b>   |  |  |  |
|  | >11 trays EGG  |  |  |  |
|  | > 25 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART   |  |  |  |
|  | > 26 kilos PORK, LAMAN/LIEMPO PART   |  |  |  |
|  | > 14 kilos PORK, GROUND  |  |  |  |
|  | > 20 kilos CHICKEN, ATAY BALUNBALUNAN  |  |  |  |
|  | > 20 kilos FISH TILAPYA  |  |  |  |
|  | > 20 kilos FISH, BANGUS  |  |  |  |
|  |  |  |  |  |
|  | <b>IV. WEEK III - Dec 20 - 22, 2023 (Delivery Due Date on Dec 19)</b>  |  |  |  |
|  | >2 trays EGG   |  |  |  |
|  | >5 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART   |  |  |  |
|  | >40 kilos PORK, LAMAN/LIEMPO PART  |  |  |  |
|  | > 20 kilos FISH, BANGUS  |  |  |  |
|  | > 20 kilos GALUNGGONG  |  |  |  |
|  |  |  |  |  |
|  | <b>IV. WEEK III - Dec 23 - 26, 2023 (Delivery Due Date on Dec 22)</b>  |  |  |  |
|  | >11 trays EGG  |  |  |  |
|  | >25 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART  |  |  |  |
|  | >26 kilos PORK, LAMAN/LIEMPO PART  |  |  |  |
|  | > 14 kilos PORK, GROUND  |  |  |  |
|  | > 20 kilos CHICKEN, ATAY BALUNBALUNAN  |  |  |  |
|  | > 20 kilos FISH TILAPYA  |  |  |  |
|  | > 20 kilos FISH BANGUS   |  |  |  |
|  |  |  |  |  |
|  | <b>IV. WEEK IV - Dec 27 - 31, 2023 (Delivery Due Date on Dec 26)</b>   |  |  |  |
|  | >6 trays EGG   |  |  |  |
|  | > 30 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART   |  |  |  |
|  | > 51 kilos PORK, LAMAN/LIEMPO PART   |  |  |  |
|  | > 4 kilos PORK GROUND  |  |  |  |
|  | > 40 kilos FISH, BANGUS  |  |  |  |
|  | > 20 kilos FISH GALUNGGONG   |  |  |  |
|  |  |  |  |  |
|  | <b>D. TERMS AND CONDITIONS</b>   |  |  |  |
|  | >All Prices quated herein are valis, binding and effective for One (2month - November - December 2023)   |  |  |  |
|  | > Prices quoted shall be inclusive of all costs including transfortation, freight and other incidental expenses maybe incurred to the indicated delivery site  |  |  |  |
|  | > Suppliers/ Service providers must have 10% of the quantity of each 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 Supplier shall quality  |  |  |  |
|  | >Provision for pacaging 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 |  |  |  |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | >Ensures no disruption of deliveries   |  |  |  |
|  |  | >The DSWD accepts no liability for the damage of items during transit, in the case it items supplied from within the Philippines or supplied by domestic suppliers risk and litle will not be deemed to have passed to the DSWD until their receipt and final acceptance at the final destination. |  |  |  |
|  |  | <b>E. PAYMENT TERMS:</b> To Payment  |  |  |  |
|  |  | * NOTHING FOLLOWS *  |  |  |  |
|  |  | Approved Budget for the Contract: PhP 491,680.00   |  |  |  |

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

|                          |                                     |
|--------------------------|-------------------------------------|
| <b>In WORDS:</b><br><br> | <b>In FIGURES:</b><br><br>PHP _____ |
|--------------------------|-------------------------------------|

**PURPOSE:** Purpose: Purchase of Food Items (Fresh/Fish/Eggs) at DSWD FO III Regional Home for Girls - Center and Residential Care Facilities (CRCFs) for the period requirements of November - December CY 2023 (1-31).

**PR No.** 2023-09-142

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.  
**FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.  
 Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

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

\_\_\_\_\_  
Supplier