

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

REQUEST FOR QUOTATION

RFQ No. 2024-01-013  
PR No. 2024-01-064  
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 WET MARKET GOODS (FRESH MEAT, FISH, EGGS Etc) FOR THE USE OF DSWD RO III RRCY - CENTER AND RESIDENTIAL CARE FACILITIES (CRCFs) FOR THE PERIOD REQUIREMENT OF FEBRUARY TO MARCH 2024**

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**)
- For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation:
  - a. 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>  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>	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>10:00 AM January 30, 2024</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,



**ADRIAN D. MORALES**   
OIC- 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 days
4. Good/s/Activity shall be delivered within: See Scheduled Delivery in Annex A
5. Place of Delivery: DSWD-RRCY Brgy. Ayala Magalang Pampanga
6. Terms of Payment: Thirty (30) Calendar Day after the Completion of the Project  
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.

  
**NOEL T. LIPATA**

PPMU

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

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electornic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register."

RFQ NO. 2024-01-013

Date: \_\_\_\_\_

\*Company Name: \_\_\_\_\_

\*Company Address: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_

\*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>			
			Period of Requirement: Month of FEBRUARY - MARCH, CY 2024			
			Delivery Location: DSWD-RRCY			
			Brgy. Ayala, Magalang Pampanga			
			No. of Residents : 100 (One Hundred)			
			Delivery Frequency : Twice a week at 6:30 in the morning.			
			prior the actual every need (see breakdown below)			
			<b>B. ITEM SUMMARY</b>			
235	KILOS		<b>CHICKEN MEAT: Whole, fresh individually packed</b>			
			as one (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			
95	KILOS		<b>CHICKEN MEAT: BREAST, fresh Individually</b>			
			packed as one (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			
24	KILOS		<b>PORK, LIVER , Fresh , individually packed as</b>			
			one(1) kilo per pack			
			> Must be free from unpleasant smell			
			> Must be reddish and pinkish in color and not green/gray			
28	KILOS		<b>PORK, BAGA , Fresh , individually packed as</b>			
			one(1) kilo per pack			
			> Must be free from unpleasant smell			
			> Must be reddish and pinkish in color and not green/gray			
128	KILOS		<b>PORK, LAMAN , Fresh , Individually packed as</b>			
			one(1) kilo per pack			
			> Must be free from unpleasant smell			
			> Must be reddish and pinkish in color and not green/gray			
40	KILOS		<b>PORK, CHOP , Fresh , Individually packed as</b>			
			one(1) kilo per pack			
			> Must be free from unpleasant smell			
			> Must be reddish and pinkish in color and not green/gray			
56	KILOS		<b>PORK GROUND, fresh</b>			
			individually packed as one (1) kilo per pack			
			> Must be from the shoulder part of the pig			
			> Must be free from unpleasant smell			
			> Must be reddish and pinkish in color and not green/gray			
121	KILOS		<b>PORK, LIEMPO , Fresh , individually packed as one(1)kilo per pack</b>			
			>Must be free from unpleasant smell			
			>Must be free from reddish and pinkish in color and not green /gray			
160	KILOS		<b>FISH TILAPIA,FRESH,Preferably alived when delivered,</b>			
			at least(5) five pieces (1) kilo per pack			
			> intact scales,Bright Red Gills, Clear eyes.			
80	KILOS		<b>FISH BANGUS/MILKFISH,FRESH, atleast( 2) two pieces</b>			
			as one (1) kilo per pack			
			> Intact Scales, Bright Red Gills, Clear eyes			
70	KILOS		<b>PUSIT,FRESH, atleast( 10) ten pieces</b>			



			as one (1) kilo per pack			
			> Must be free from unpleasant smell, Clear eyes			
	48	KILOS	FISH GALUNGONG/GG,FRESH, atleast (10) ten pieces			
			as one (1) kilo per pack			
			> Intact Scales, Bright Red Gills, Clear eyes			
	82	TRAYS	EGG,CHICKEN, Whites, AGE:2-5 laid, Expiration: two (2)			
			weeks upon delivery 45-50grams (Medium) 30pcs. Per 1 tray			
			> White, no broken shell			
			> Age 1-5 days old			
			> Size : Medium			
			<b>C. BREAKDOWN PER WEEK</b>			
			I. FEBRUARY 1-4, 2024 (Delivery Due Date on February 1)			
			>5kls Chicken breast			
			>5kls Pork laman			
			>30kls Chicken whole			
			>11trays Egg			
			>20kls Fish tilapia			
			>7kls Pork Ground			
			>10kls Pork liempo			
			>12kls Fish Galunggong			
			II. FEBRUARY 5-6,2024 (Delivery Due Date on February 5)			
			>10kls Pork chop			
			>15kls Fish Bangus			
			> 3kls Pork Liempo			
			>7kls Pork Ground			
			III. FEBRUARY 7-11,2024 (Delivery Due Date on February 7)			
			>14trays Egg			
			>12kls Pork laman			
			>3kls Pork liver			
			>5kls Chicken breast			
			>30kls Chicken whole			
			>20kls Fish tilapia			
			>7kls Pork Ground			
			>10kls Pork liempo			
			>12kls Galunggong			
			IV. FEBRUARY 12-13, 2024(Delivery Due Date on February 12)			
			>15 kls Bangus			
			>7kls Pork ground			
			>3kls Pork liempo			
			V. FEBRUARY 14-18, 2024(Delivery Due Date on February 14)			
			>14trays Egg			
			>12kls Pork Laman			
			>3kls Pork liver			
			>10kls Pusit			
			>5kls Chicken breast			
			>30kls Chicken whole			
			>20kls Tilapia			
			>7kls Pork ground			
			>10kls Pork liempo			
			>12kls Fish galunggong			
			VI.FEBRUARY 19-20,2024(Delivery Due Date on February 19)			
			>15kls Pork Chop			
			>15kls Fish Bangus			
			>7kls Pork ground			
			>5kls Pork liempo			
			VII.FEBRUARY 21-25,2024(Delivery Due Date on February 21)			
			>11trays Egg			
			>3kls Pork liver			
			>12kls Pork Laman			
			>10kls Pusit			
			>5kls Chicken Breast			
			>30kls Chicken whole			
			>20kls Fish Tilapia			
			>7kls Pork Ground			
			>10kls Pork Liempo			
			>12kls Fish Galunggong			
			VIII.FEBRUARY 26-29,2024(Delivery Due Date on February 26)			

		>9trays Egg			
		>15kls Pork Chop			
		>15kls Bangus			
		>7kls Pork Ground			
		>5kls Pork liempo			
		>12kls Pork Laman			
		>10kls Pusit			
		>5kls Chicken Breast			
		>15kls Chicken whole			
		>3kls Pork liver			
		IX.MARCH 1-3, 2024((Delivery Due Date on March 1)			
		>5kls Pork liempo			
		>8kls Chicken Whole			
		>15kls Pork Laman			
		>3trays Egg			
		>10kls Chicken Breast			
		X.MARCH 4-5, 2024((Delivery Due Date on March 4)			
		>5kls Chicken Breast			
		>10kls Pork liempo			
		>2 trays Egg			
		>7kls Pork Baga			
		>3kls Pork liver			
		XI. MARCH 6-10, 2024 (Delivery Due Date on March 6)			
		>20kls Fish Tilapia			
		>10kls Pusit			
		>23kls Chicken whole			
		>5kls Bangus			
		>15kls Pork Laman			
		>5kls Pork liempo			
		>3trays Egg			
		>10kls Chicken Breast			
		XII.MARCH 11-12,2024(Delivery Due Date on March 11)			
		>5kls Chicken Breast			
		>10kls Pork liempo			
		>2trays Egg			
		>7kls Pork Baga			
		>3kls Pork liver			
		XIII. MARCH 13-17, 2024 (Delivery Due Date on March 13)			
		>20kls Fish Tilapia			
		>10kls Pusit			
		>23kls Chicken whole			
		>5kls Bangus			
		>5kls Pork Liempo			
		>15kls Pork Laman			
		>3trays Egg			
		>10kls Chicken breast			
		XIV. MARCH 18-19, 2024 (Delivery Due Date on March 18)			
		>5kls Chicken Breast			
		>10kls Pork Liempo			
		>2trays Egg			
		>7kls Pork Baga			
		>3kls Pork liver			
		XVI. MARCH 20-24, 2024 (Delivery Due Date on March 20)			
		>20kls Fish Tilapia			
		>10kls Pusit			
		>23kls Chicken whole			
		>5kls Fish Bangus			
		>5kls Pork Liempo			
		>15kls Pork Laman			
		>3trays Egg			
		>10kls Chicken breast			
		XVII. MARCH 25-26, 2024 (Delivery Due Date on March 25)			
		>5kls Chicken Breast			
		>10kls Pork Liempo			
		>2trays Egg			
		>7kls Pork Baga			
		>3kls Pork liver			
		XVIII. MARCH 27-31, 2024 (Delivery Due Date on March 27)			

		>20kls Fish Tilapia			
		>10kls Pusit			
		>23kls Chicken Whole			
		>5kls Bangus			
		>5kls Pork liempo			
		>15kls Pork laman			
		>3 trays Egg			
		>10kls Chicken Breast			
		<b>D. TERMS AND CONDITIONS</b>			
		> All prices quoted herein are valid, binding and effective for the period of February 1 to March 31, 2024			
		> Prices quoted shall be inclusive of all costs including transportation, freight, and handling and other incidental expenses maybe incurred during delivery to the indicated location.			
		> 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 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/delaying 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 suppliers risk and title will not be deemed to have passed to the DSWD until their receipt and final acceptance at the final destination.			
		E. Payment Term: 1st tranche (Feb 1-29, 2024) : Within 30 Calendar Days upon Completion of the first tranche 2nd tranche (March 1-31, 2024) : Within 30 Calendar Days upon Completion of the Second Tranche			
		***Nothing Follows***			
		Approved Budget for the Contract: PHP 319,610.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<b>In WORDS:</b>    	<b>In FIGURES:</b>    
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PURPOSE:

PURCHASE OF WET MARKET GOODS ( FRESH MEAT, FISH, EGGs Etc) FOR THE USE OF DSWD RO III RRCY - CENTER AND RESIDENTIAL CARE FACILITIES (CRCFs) FOR THE PERIOD REQUIREMENT OF FEBRUARY TO MARCH 2024

PR No. :

2024-01-064

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"



ADRIAN D. MORALES

OIC - PROCUREMENT SECTION CHIEF

SUPPLIER