

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

**REQUEST FOR QUOTATION**

RFQ No. 2024-02-004  
PR No. See Annex A  
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 GROCERIES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF CRCFs (AMOR VILLAGE, HAVEN, RRCY, THFW, TLC, RHFG) FOR CY 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:

ELECTRONIC SUBMISSION	<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> ”
IN PERSON SUBMISSION	Bac-Section, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<b>10:00 AM February 6, 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:**

- 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 days
- Good/s/Activity shall be delivered within: See Delivery Schedule
- Place of Delivery: DSWD FO III Main Building, Brgy Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days,  
 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.

  
**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 Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ No.  
Date.

2024-02-004

\*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)	UNIT COST	TOTAL COST
	1	LOT	<b>GROCERIES</b>			
	34	pack	All Purpose Cream, size: 250ml, 4 to 6 mos. expiration upon delivery			
	15	pail	Assorted Biscuits in Pail, Minimum of 4 Assortments, Size: 1.5kg, 3 to 5 months expiration upon delivery			
	130	pack	Biscuits, Flavor Filled Cracker, Assd. Flavors, min. of 3 assortments, size: 32g/pcs, 10pcs/pack, 2-5 mos expiration upon delivery			
	150	pack	Biscuits, Plain Cracker size: atleast 33g/4cracker/pcs, 10pcs/pack, 2 to 5 months expiration upon delivery			
	97	pack	Breading Mix, Size: 238g, 4-6 months exp. Upon delivery			
	22	box	Broth Cubes, Chicken Flavor, 6pcs/box, 6 months exp. Upon delivery			
	10	box	Broth Cubes, Pork Flavor, 6pcs/box, 6 months exp. Upon delivery			
	10	box	Broth Cubes, Shrimp Flavor, 6pcs/box, 6 months exp. Upon delivery			
	92	bottle	Catsup, Banana Flavor, size: 2 kg/piece. atleast 4 months exp. Upon delivery			
	75	piece	Cheese, Filled Cheese Bar, size: at least 430g/piece, 3 to 5 months exp. Upon delivery			
	126	pack	Coffee, Creamy Coffee Mix, size: atleast 30g/pcs, 10pcs/pack, 4-6 months exp. Upon delivery			
	44	sachet	Coconut Milk, 400ml, atleast 4-6 mos. expiration upon delivery			
	51	tin	Cooking Oil, Pure Coconut, size: atleast 17 liters/kgs per tin			
	117	can	Corn Kernel 420 - 425 grams, 4-9 months exp. Upon delivery			
	178	can	Corned Beef, size: 260g, 6 to 1 yr expiration upon delivery			
	90	pack	Cake Bar, Chocolate Filled Filling, size: atleast 30 g/pc, 10pcs per pack, 2 to 5 months expiration upon delivery			
	70	pack	Cupcake, Cheese Cake, size: atleast 30g/pc, 10pcs per pack, 2 to 5 months expiration upon delivery			
	67	pack	Elbow Macaroni, size: 1kg/pack, 6-8 mos. expiration upon delivery			
	153	bottle	Fish Sauce (Patis), size: 1 Liter/bottle, 6-12 months expiration upon delivery			
	32	tub	Fortified Classic Margarine, size: 1kg, 3-5 months exp. Upon delivery			
	22	can	Green Peas, 400-450g/can, 4-6 months exp. Upon delivery			
	112	box	Hotcake Mix, 500g, 6-8 mos. expiration upon delivery			
	50	piece	Instant Noodles, Beef, size: 55g/pc, 3-5 mos. expiration upon delivery			
	350	piece	Instant Noodles, Chicken 55g/pc, 3-5 mos. expiration upon delivery			
	405	piece	Instant Pancit Canton, Calamansi, size: 75-80g/pcs, 3-5 mos. expiration upon delivery			
	114	pack	Iodized Salt, size: 1kg/pack			
	42	can	Liver Spread, FDA approved, size: at least 85g/can, atleast 6mos to 1 year expiration upon delivery			
	172	can	Chicken Luncheon Meat, size: at least 350g, atleast 6mos to 1 year expiration upon delivery			
	48	can	Mackerel in Natural Oil, size: 425g, atleast 6mos to 1 year expiration upon delivery			
	34	piece	Mayonnaise, Plain, size: 1kg/piece, 4 months expiration upon delivery			
	100	can	Milk, Condensed, size: atleast 300ml/can, atleast 6mos to 1 year expiration upon delivery			
	224	can	Milk, Evaporated, size: atleast 360ml/can, atleast 6mos to 1 year expiration upon delivery			
	47	bottle	Oyster Sauce, size: 405g/bottle, 4 months expiration upon delivery			
	32	bottle	Peanut Butter Spread, size: 490 - 500g/bottle, 6 - 8 months expiration upon delivery			
	30	can/box	Powdered Health and Nutrition Drink, Vanilla flavor, for 3+ yrs old children, Size: atleast 2 4kg, 8mos-1 yr exp. upon delivery			
	60	can	Pineapple Chunks, Size: 822g/can, atleast 6mos-1 year expiration upon delivery			
	40	can	Pineapple Juice, Size: 220ml/can, atleast 4mos-1 year expiration upon delivery			
	156	pack	Powdered Chocolate Milk, High Malt, size: 1kg, 6-8 mos. expiration upon delivery			
	80	pack	Powdered Juice, Pineapple Flavored, size: 250g/pack, 6-8 mos. expiration upon delivery			
	65	pack	Powdered Juice, Orange Flavored, size: 375g/pack, 6-8 mos. expiration upon delivery			
	98	pack	Powdered Milk, size: 840-900g/pack, 6-8 mos. expiration upon delivery			
	102	pack	Rice Noodles Bihon, Size: 454 - 500g/pack, 6-8 mos. expiration upon delivery			
	35	bottle	Cheese Spread, size: 440 to 480g/bottle, 3-5 mos. expiration upon delivery			
	10	bottle	Sandwich Spread, Original Flavor, size: at least 470ml/bottle, 3-5 mos. expiration upon delivery			
	244	pack	Sinigang Mix, Original, Size: 44g, 4-5 mos. expiration upon delivery			
	154	bundle	Seasoning Mix/Granules, 8g/pack, 16pcs/bundle, 4-5 mos. expiration upon delivery			
	130	can	Sardines, in Tomato Sauce, size: 425g, atleast 6mos. expiration upon delivery			

