

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

**REQUEST FOR QUOTATION**

RFQ No. 2024-02-061  
PR No. 2024-02-149  
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 REGIONAL HOME FOR GIRLS - CENTER AND RESIDENTIAL CARE FACILITIES (CRCFs) FOR THE PERIOD REQUIREMENT OF APRIL- JUNE 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>  <b>in case of difficulty accessing the above link, you may access the alternate link:</b>  <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a>  Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	Bac-Section, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>10:00 AM February 28, 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 Scheduled Delivery in Annex A
  - Place of Delivery: DSWD Regional Home for Girls, Singalat, Palayan City
  - 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



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  
Date: 2024-02-061

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

	1	LOT	WET MARKET GOODS (Fresh meats/fish/eggs)		
			A. REQUEST INFO		
			Period of Requirement: Month of April (1-30) - June (1-30) CY 2024		
			Delivery Location: DSWD Regional Home for Girls, Singalat, Palayan City		
			Delivery Frequency: Twice a week (every Tuesday and Friday) prior the actual week of need (See breakdown below)		
			B. ITEM SUMMARY		
	570	KILOS	CHICKEN MEAT, QUARTER LEG PART and BREAST, FRESH (1) KILO PER PACK		
			>Must be free from unpleasant smell		
			>Meat must be plump and pinkish in color and not gree/gray		
			>Tear and Bruise-free		
	535	KILOS	PORK, LAMAN/LIEMPO PART, Fresh, (1) kilo per pack		
			>Must be free from unpleasant smell		
			>Meat must be reddish/ pinkish in color and not gree/gray		
	72	KILOS	PORK,GROUND, 10% Fat lean meat, Fresh, Unseasoned, one (1) kilo per pack		
			>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		
	48	KILOS	CHICKEN LIVER and GIZZARD, one (1) kilo per pack contain of one half (1/2) liver and one half (1/2) Gizzard		
			>Must be free from unpleasant smell		
			>Meat must be reddish/ pinkish in color and not gree/gray		
	75	KILOS	FISH, TILAPIA, FRESH, Preferably Alive when delivered, medium size, one (1)		
			>Intact Scales, Bright Red Gills, Clear Eyes		
	375	KILOS	FISH, BANGUS/MILKFISH, medium size-3 pcs per kilo(1) kilo per pack		
			>Intact Scales, Bright Red Gills, Clear Eyes		
	255	KILOS	GALUNGONG, medium size 10-12 pcs per kilo, one (1) kilo per pack		
			>Fresh, Good Quality		
			>Bright Red Gills, Clear Eyes		
	186	TRAYS	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 pcs per tray		
			>Must be free from unpleasant smell		
			C. BREAKDOWN PER WEEK		
			I. WEEK I- April 1-5 (Delivery Due Date April 1, 2024)		
			>16 trays EGG		
			>24 Kilos, CHICKEN MEAT, QUARTER LEG and BREAST PART		
			>23 kilos PORK, LAMAN/LIEMPO		
			> 6 kilos, ATAY BALUNBALUNAN		
			>15 kilos, FISH GALONGONG/GIGI		
			>15 kilos, FISH BANGUS		
			II. WEEK II- April 6-9 (Delivery Due Date April 5)		
			>14 trays EGG		
			>22 kilos PORK, LAMAN/LIEMPO		
			>15 kilos, FISH BANGUS		
			>12 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART		
			>15 kilos, FISH GALONGONG/GIGI		
			III. WEEK II - April 10-12 (Delivery Due Date on April 9)		
			>8 trays EGG		
			>12 Kilos, CHICKEN MEAT, QUARTER LEG and BREAST PART		
			>19 kilos PORK, LAMAN/LIEMPO		
			> 6 kilos, ATAY BALUNBALUNAN		
			>15 kilos, FISH GALONGONG/GIGI		
			>15 kilos FISH BANGUS		
			IV. WEEK III - April 13-16 (Delivery Due Date on April 12)		
			>14 trays EGG		
			>22 kilos PORK, LAMAN/LIEMPO		
			>15 kilos FISH BANGUS		
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART		
			>15 kilos, FISH GALONGONG/GIGI		

			V. Week III- April 17-19 (Delivery Due Date on April 16)			
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>8 trays EGG			
			>19 kilos PORK, LAMAN/LIEMPO			
			> 15 kilos, FISH BANGUS			
			>15 kilos, FISH, Galunggong			
			> 6 kilos, ATAY BALUNBALUNAN			
			VI. WEEK IV - April 20 - 23 (Delivery Due Date on April 19)			
			>14 trays EGG			
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>22 kilos PORK, LAMAN/LIEMPO PART			
			> 15 kilos, FISH BANGUS			
			>15 kilos FISH GALUNGONG			
			VII. WEEK IV - April 24-26 (Delivery Due Date on April 23)			
			>8 trays EGG			
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>19 kilos PORK, LAMAN/LIEMPO PART			
			> 6 kilos ATAY BALUNBALUNAN			
			>15 kilos FISH GALUNGONG			
			>15 kilos, FISH BANGUS			
			V. WEEK V- April 27-30 (Delivery Due Date on April 26)			
			>14 trays EGG			
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>22 kilos PORK, LAMAN/LIEMPO PART			
			>15 kilos FISH BANGUS			
			>15 kilos FISH GALUNGONG			
			VI. WEEK V- May 1-3, 2024 (Delivery Due Date on April 30)			
			>4 trays EGG			
			>15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>28 kilos PORK, LAMAN/LIEMPO PART			
			> 15 kilos, FISH TILAPYA			
			VII. WEEK I - May 4-7 (Delivery Due Date on May 3)			
			>35 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			> 3 kilos GROUND PORK			
			>34 kilos PORK, LAMAN/LIEMPO PART			
			> 30 kilos FISH, BANGUS			
			VIII. WEEK II - May 8-10 (Delivery Due Date on May 7)			
			>4 trays EGG			
			>15kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			>25 kilos PORK, LAMAN/LIEMPO PART			
			>15 kilos, FISH TILAPYA			
			IX. WEEK III - May 11-14 (Delivery Due Date on May 10 )			
			> 38 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			> 35 kilos PORK, LAMAN/LIEMPO PART			
			> 3kilos PORK, GROUND/GINILING			
			> 30 kilos FISH, BANGUS			
			X. WEEK III - May 15-17 (Delivery Due Date on May 14 )			
			>4 trays EGG			
			> 15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			> 25 kilos PORK, LAMAN/LIEMPO PART			
			> 15 kilos FISH TILAPYA			
			XI. WEEK IV- May 18-21 (Delivery Due Date on May 17 )			
			> 38 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			> 35 kilos PORK, LAMAN/LIEMPO PART			
			> 3 kilos PORK, GROUND/GINILING			
			> 30 kilos, FISH BANGUS			
			XII. WEEK IV - May 22-24 (Delivery Due Date on May 21 )			
			> 4 trays EGG			
			> 15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART			
			> 25 kilos PORK, LAMAN/LIEMPO PART			
			> 15 kilos FISH TILAPYA			

**XIII. WEEK V - May 25-28 (Delivery Due Date on May 24 )**

&gt; 38 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 35 kilos PORK, LAMAN/LIEMPO PART

&gt; 3 kilos PORK, GROUND/GINILING

&gt; 30 kilos, FISH BANGUS

**XIV. WEEK V - May 29-31 (Delivery Due Date on May 28)**

&gt;4 trays EGG

&gt;15 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt;24 kilos PORK, LAMAN/LIEMPO PART

&gt; 15 kilos FISH, TILAPYA

**XV. WEEK I - June 1-4 (Delivery Due Date on May 31)**

&gt; 10 trays EGG

&gt; 18 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 9 kilos PORK, LAMAN/LIEMPO PART

&gt; 12 kilos PORK GROUND

&gt; 30 kilos FISH, BANGUS

&gt; 15 kilos FISH GALUNGGONG

**XIV. WEEK II - June 5-7 (Delivery Due Date on June 4)**

&gt; 6 trays EGG

&gt; 35 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 15 kilos PORK, LAMAN/LIEMPO PART

&gt; 6 kilos ATAY BALUNBALUNAN

&gt; 15 kilos FISH GALUNGGONG

**XV. WEEK II - June 8-11 (Delivery Due Date on June 7)**

&gt; 10 trays EGG

&gt; 20 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 9 kilos PORK, LAMAN/LIEMPO PART

&gt; 12 kilos PORK GROUND

&gt; 15 kilos FISH GALUNGGONG

&gt; 30 kilos FISH, BANGUS

**XVI. WEEK II - June 12-14 (Delivery Due Date on June 11)**

&gt; 6 trays EGG

&gt; 35 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 15 kilos PORK, LAMAN/LIEMPO PART

&gt; 6 kilos ATAY BALUNBALUNAN

&gt; 15 kilos FISH GALUNGGONG

**XVII. WEEK III - June 15-18 (Delivery Due Date on June 14)**

&gt; 10 trays EGG

&gt; 20 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt; 9 kilos PORK, LAMAN/LIEMPO PART

&gt; 12 kilos PORK GROUND

&gt; 15 kilos FISH GALUNGGONG

&gt; 30 kilos FISH, BANGUS

**XVIII. WEEK III - June 19-21 (Delivery Due Date on June 18)**

&gt;6 trays EGG

&gt;35 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt;16 kilos PORK, LAMAN/LIEMPO PART

&gt; 6 kilos ATAY BALUNBALUNAN

&gt;15 kilos FISH GALUNGGONG

**XIX. WEEK I V- June 22-25 (Delivery Due Date on June 21)**

&gt;10 trays EGG

&gt;20 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt;9 kilos PORK, LAMAN/LIEMPO PART

&gt;30 kilos FISH BANGUS

&gt;15 kilos FISH GALUNGGONG

&gt; 12 kilos PORK GROUND

**XX. WEEK IV - June 26-28 (Delivery Due Date on June 26)**

&gt;6 trays EGG

&gt;35 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART

&gt;16 kilos PORK, LAMAN/LIEMPO PART

&gt; 6 kilos ATAY BALUNBALUNAN

&gt; 15 kilos FISH, GALUNGGONG

			XXI. WEEK V - June 29-31 (Delivery Due Date on June 28)		
			> 6 trays EGG		
			>5 kilos CHICKEN MEAT, QUARTER LEG and BREAST PART		
			>3 kilos PORK, LAMAN/LIEMPO PART		
			>15 kilos FISH, BANGUS		
			>15 kilos FISH GALUNGGONG		
			> 12 kilos PORK GROUND		
			D. TERMS AND CONDITIONS		
			> All prices quoted herein are valid, binding and effective for two (3) months -		
			April (1-30), May (1-31) and June (1-30) CY 2024		
			>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/		
			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 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 of items supplied from within in the Philippines or supplied by domestic		
			suppliers risk and title will not be deemed to have passed to the DSWD until their		
			receipts and final acceptance at the final destination		
			E. PAYMENT TERM:		
			1st tranche (April 1-30, 2024) : Within 30 Calendar Days upon Completion of the		
			first tranche		
			2nd tranche (May 1-31, 2024) : Within 30 Calendar Days upon Completion of the		
			Second Tranche		
			3rd tranche (June 1-30, 2024) : Within 30 Calendar Days upon Completion of the		
			Third Tranche		
			* NOTHING FOLLOWS *		
			Approved Budget for the Contract: PhP 571,960.00		

Please do not leave any blank items.


TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
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PURPOSE: PURCHASE OF WET MARKET GOODS( FRESH MEAT, FISH, EGGs Etc) FOR THE USE OF DSWD RO III REGIONAL HOME FOR GIRLS - CENTER AND RESIDENTIAL CARE FACILITIES (CRCFs) FOR THE PERIOD REQUIREMENT OF APRIL- JUNE 2024

PR No. 2024-02-0149

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