

REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF EDUCATION**

**[State name of Deped Division]**

**[State name of school and its address]**



**BIDS AND AWARDS COMMITTEE (BAC)**

**Request for Quotation (RFQ)**

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

## **To all Eligible Suppliers: RFQ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative not later than \_\_\_\_*[Date]\_\_\_\_*at *\_\_\_\_\_\_(name of school)\_\_\_\_\_\_\_, (school address, district, and division)*\_\_\_. For more information please call Mr./Ms. *[State name and designation of school’s contact person]* thru telephone/fax Nos.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Prospective supplier shall be responsible to verify the quoted food commodities from herein-stated School thru said telephone numbers.** Evaluation and Award shall be on a per lot basis. Price quotations in excess of the herein-stated budget per lot shall be rejected.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[State name of BAC chairperson]*

**BAC Chairperson**

1. **PARTICULARS**

| **Lot No.** | **ITEMS and DESCRIPTION** | **QTY.** | **Packaging** | **Supplier’s Statement of Compliance (State “Comply” or “Not Comply”)** | **TOTAL PRICE**  **per Lot** |
| --- | --- | --- | --- | --- | --- |
|  | **Supply and Delivery of food commodities to School for the School-Based Feeding Program (SBFP)** | **See Annex A - C** | **Standard packaging and**  **packed by quantity**  **as required (see Schedule of Delivery)** |  | **PhP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **1** | **Vegetables and other food items**  **Budget : PhP \_\_\_\_\_\_\_\_\_\_\_\_\_**  ***(see attached Annex A for list of food commodities in this lot)*** |
| **2** | **Grocery Items**  **Budget : PhP \_\_\_\_\_\_\_\_\_\_\_\_\_**  ***(see attached Annex B for list of food commodities in this lot)*** |  | **PhP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **3** | **Fish, Meat and Poultry**  **Budget : PhP \_\_\_\_\_\_\_\_\_\_\_\_\_**  ***(see attached Annex C for list of food commodities in this lot)*** |  | **PhP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Delivery: Direct to School *(Refer to Schedule of***  ***Delivery Schedule)*** | | | **(Lots 1,2, and 3) TOTAL:** | | **PhP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

1. **Terms and Conditions**
   1. **Submission of Requirements**
2. Sealed or open quotations and other requirements stated below shall be submitted by supplier(s) to the Bids and Awards Committee (BAC) at (Name and complete address of school).
3. Supplier shall submit the following requirements as its bid or proposal:
   1. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
4. The supplier shall provide its **PhilGEPS Registration Number** to the school BAC as a condition for award of purchase order (PO) or contract.
5. The School BAC shall secure and verify a copy of at least one (1) of the documents below prior to Award of Purchase Order (PO):

1) Valid Mayor’s Permit or Municipal License, 2) Valid Market Stall Permit, 3) Tax Clearance Certificate,

4) Tax Identification Number (TIN), or 5) Availability of BIR Registered Official Receipts

* 1. **Award**

The supplier who submitted the lowest calculated responsive quotation shall be awarded the PO after evaluation of quotations by the BAC. Evaluation of quotations and award shall be made on a per lot basis.

* 1. **Delivery**

1. Delivery of food commodities shall be made in accordance with the hereto attached Schedule of Delivery of the School or instructions of the School Principal or his/her authorized representative. To ensure the quality of vegetables, fish, poultry, milk, and other perishable items, delivery shall be made in accordance with the school schedule of delivery, e.g., daily, weekly, every two-weeks, etc.;
2. Food commodities shall be delivered to the School, *(state name and complete address of the school)* hereto defined as Project Site, costs to the account of supplier. Risk or ownership shall pass from the supplier to the School upon receipt, inspection and final acceptance of the Goods at School by its authorized personnel or official(s).
3. Upon delivery of the food commodities to the School, the supplier shall notify the School’s authorized representative and present the following documents:
   * 1. Original and at least one (1) copy of the **Supplier’s Invoice** or **Statement of Account** showing the description, quantity, unit price, and total price of the food commodities delivered. The original shall be given to the School personnel.
     2. Original and at least one (1) copy of **Delivery Receipts**
     3. Approved Purchaser Order
     4. Warranty Certificate, if applicable.

For the purpose of these conditions, the School’s authorized representative at the Project Site is ***(State name and designation of authorized representative)***thru telephone/cell phone nos. ***(State his/her telephone and/or cell phone numbers)****.*

* 1. **Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications
3. Price

Total price quotation per lot shall not exceed the total approved **budget** for the contract (ABC) per lot, otherwise, the quotation for the specific lot that exceeded the corresponding ABC shall be rejected.

* 1. **Instructions**
     + - 1. Supplier shall be responsible for the source(s) of its Goods, and shall make the deliveries in accordance with the schedule and specifications of the award or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or PO issued to the supplier.
         2. Supplier shall accept the PO issued to it by the School/Procuring Entity. To avoid delay in the delivery of the procuring entity’s requirements, all suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
         3. Supplier who accepted a purchase order but failed to deliver the required food commodities within the time called for in the PO shall be disqualified in accordance with due process from participating in this School’s or any of DepED units’ future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR against the supplier.
         4. Rejected deliveries shall be construed as non-delivery, which shall be replaced by the supplier within the period prescribed by the school head, his/his authorized representative or the feeding teacher from date of rejection. Otherwise, liquidated damages (LD) for such rejected deliveries shall be charged and deducted from the collectibles of or payment(s) to the supplier. The amount of LD shall be 1/10 of 1% of the price of the rejected food commodities for each calendar day of delay until the rejected deliveries are replaced. Unreplaced rejected deliveries shall not be paid by the School.
         5. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
         6. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax from payments due to supplier per revenue regulation(s) of the Bureau of Internal Revenue.
  2. **Packing**
  3. The supplier shall provide such packing of the food commodities appropriate to prevent their damage or deterioration during transit to the Project Site. Food commodities shall be packed in *appropriate food grade containers*.
  4. Grocery items must bear labels such as the following : 1) Batch/Lot number, 2) Expiry Date, 3. Manufacturing date, 4) Name and address of manufacturer, and 5) License to operate number, if applicable.
  5. **Inspection**
     + - 1. All food commodities delivered by suppliers shall be inspected by the School Inspection Team, and accepted by the School Head or his/her authorized representative(s). All costs of necessary laboratory tests undertaken by the School or Deped on any, some or all of the food commodities shall be to the account of the supplier.
         2. For the purpose of this condition, Purchaser’s representative at Project Site is *(State name and designation of school’s authorized representative)* with telephone and/or cell phone nos. *(State telephone and/or cell phone nos. of school’s authorized representative).*
  6. **Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased food commodities.

* 1. **Warranty**

The supplier is under supplier’s warranty obligation for any or all of the food commodities delivered to the School. Supplier’s warranty obligations/liabilities/accountabilities shall be governed by the regulations of the Philippine Bureau of Food and Drugs (BFAD), Department of Health (DOH) and other applicable laws of the Philippines. Supplier by its/his/her act of submitting a quotation hereby warrants that all food commodities to be delivered are safe for human consumption.

* 1. **Payment**

Payment shall be made on a per delivery basis, weekly basis, and/or other schedule agreed upon by the school head and the supplier, provided, all of the following conditions have been completely complied:

1. after delivery of the food commodities and supplies to the School;
2. after complete inspection and acceptance of said delivered goods at the School conducted by the School authorized personnel or officials; and
3. after supplier’s submission of the documents stated under item “C. Delivery” hereof.

After having carefully read and accepted your Request for Quotation (RFQ) and its Terms and Conditions, I/We submit herein price quotation(s) for the food commodities in this RFQ. The quotation(s) shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by me/us at any time before expiration of this period. I/We have affixed my/our signature on page one (1) of this RFQ to signify my/our acceptance of said RFQ and its terms and conditions. x x x

RFQ Annex “A”

**SCHOOL-BASED FEEDING PROGRAM**

**RFQ/MARKET FORM**

*[FOR SUPPLIERS OR BIDDERS]*

Lot 1: Vegetables and Other food Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item  (1) | Total Quantity  (in grams)  (2) | Total Quantity  (in kilos)  (3) | Unit Price  (4) | Total Price  (5) |
| 1 | Ampalaya | 1608 | 1.6 |  |  |
| 2 | Baguio Beans |  |  |  |  |
| 3 | Banana heart |  |  |  |  |
| 4 | Banana Saba |  |  |  |  |
| 5 | Bell pepper (pimiento) |  |  |  |  |
| 6 | Bell pepper (red) |  |  |  |  |
| 7 | Cabbage |  |  |  |  |
| 8 | Carrots |  |  |  |  |
| 9 | Coconut meat, grated |  |  |  |  |
| 10 | Coconut milk 1st extract |  |  |  |  |
| 11 | Corn, fresh |  |  |  |  |
| 12 | Eggplant |  |  |  |  |
| 13 | Gabi |  |  |  |  |
| 14 | Gabi leaves, whole |  |  |  |  |
| 15 | Garlic |  |  |  |  |
| 16 | Ginger |  |  |  |  |
| 17 | Glutinous rice powder |  |  |  |  |
| 18 | Kinchay |  |  |  |  |
| 19 | Langka |  |  |  |  |
| 20 | Lumpia wrapper |  |  |  |  |
| 21 | Malunggay Leaves |  |  |  |  |
| 22 | Munggo, green |  |  |  |  |
| 23 | Mungo sprouted |  |  |  |  |
| 24 | Okra |  |  |  |  |
| 25 | Onion |  |  |  |  |
| 26 | Peanut, roasted |  |  |  |  |
| 27 | Red kidney beans |  |  |  |  |
| 28 | Rice, glutinous |  |  |  |  |
| 29 | Rice, well-milled |  |  |  |  |
| 30 | Salt |  |  |  |  |
| 31 | Sili haba |  |  |  |  |
| 32 | Sitaw |  |  |  |  |
| 33 | Spring onion |  |  |  |  |
| 34 | Squash |  |  |  |  |
| 35 | Sweet corn, young |  |  |  |  |
| 36 | Sweet potato/kamote |  |  |  |  |
| 37 | Toge (newly sprout) |  |  |  |  |
| 38 | Tokwa |  |  |  |  |
| 39 | Tomato |  |  |  |  |
| 40 | Ampalaya |  |  |  |  |
|  | TOTAL | | | |  |

Prepared by: For:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name] Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Store Owner or Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Fax Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Columns 1, 2, and 3 shall be filled-out by School SBFP Core Group with correct unit of measure, e.g., g., kls, pcs. , l., ml., etc;*

*Columns 4 and 5 shall be filled-out by bidder or supplier.*

RFQ Annex “B”

**SCHOOL-BASED FEEDING PROGRAM**

**RFQ/MARKET FORM**

*[FOR SUPPLIERS OR BIDDERS]*

Lot 2: Grocery Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item  (1) | Total Quantity  (in grams or ml)  (2) | Total Quantity  (in kilos or liters)  (3) | Unit Price  (4) | Total Price  (5) |
| 1 | Arina (all purpose flour) | 14300 | 14.3 |  |  |
| 2 | Baking powder |  |  |  |  |
| 3 | Bread crumbs |  |  |  |  |
| 4 | Bread white loaf |  |  |  |  |
| 5 | Butter |  |  |  |  |
| 6 | Calamansi juice |  |  |  |  |
| 7 | Cheese |  |  |  |  |
| 8 | Chicken cubes |  |  |  |  |
| 9 | Cocoa |  |  |  |  |
| 10 | Coconut oil |  |  |  |  |
| 11 | Coconut vinegar |  |  |  |  |
| 12 | Corn cream |  |  |  |  |
| 13 | Cornstarch |  |  |  |  |
| 14 | Graham crackers, choco |  |  |  |  |
| 15 | Green peas |  |  |  |  |
| 16 | Malunggay powder |  |  |  |  |
| 17 | Margarine |  |  |  |  |
| 18 | Milk, condensed |  |  |  |  |
| 19 | Milk, evaporated |  |  |  |  |
| 20 | Oil |  |  |  |  |
| 21 | Pancit canton |  |  |  |  |
| 22 | Patis |  |  |  |  |
| 23 | Pepper, black |  |  |  |  |
| 24 | Pepper, ground |  |  |  |  |
| 25 | Pickle relish |  |  |  |  |
| 26 | Raisin |  |  |  |  |
| 27 | Salt, iodized |  |  |  |  |
| 28 | Sesame seeds |  |  |  |  |
| 29 | Soy sauce |  |  |  |  |
| 30 | Sugar, brown |  |  |  |  |
| 31 | Sugar, muscovado |  |  |  |  |
| 32 | Sugar, white |  |  |  |  |
| 33 | Tomato sauce |  |  |  |  |
| 34 | Tuna flakes |  |  |  |  |
| 35 | Arina (all purpose flour) |  |  |  |  |
| 36 | Baking powder |  |  |  |  |
| 37 | Bread crumbs |  |  |  |  |
| 38 | Bread white loaf |  |  |  |  |
| 39 | Butter |  |  |  |  |
| 40 | Calamansi juice |  |  |  |  |
|  | TOTAL | | | |  |

Prepared by: For:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name] Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Store Owner or Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Fax Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Columns 1, 2, and 3 shall be filled-out by School SBFP Core Group with correct unit of measure, e.g., g., kls, pcs. , l., ml., etc;*

*Columns 4 and 5 shall be filled-out by bidder or supplier.*

RFQ Annex “C”

**SCHOOL-BASED FEEDING PROGRAM**

**RFQ/MARKET FORM**

*[FOR SUPPLIERS OR BIDDERS]*

Lot 3: Fish, Meat, and Poultry

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item  (1) | Total Quantity  (in grams or pcs.)  (2) | Total Quantity  (in kilos or pcs.)  (3) | Unit Price  (4) | Total Price  (5) |
| 1 | Bagoong dilis | 600 | 0.6 |  |  |
| 2 | Bagoong hipon |  |  |  |  |
| 3 | Beef, ground |  |  |  |  |
| 4 | Chicken |  |  |  |  |
| 5 | Chicken egg (in pcs) |  |  |  |  |
| 6 | Chicken wings |  |  |  |  |
| 7 | Dilis |  |  |  |  |
| 8 | Galunggong |  |  |  |  |
| 9 | Pork |  |  |  |  |
| 10 | Pork boston butt |  |  |  |  |
| 11 | Pork liempo |  |  |  |  |
| 12 | Pork, ground |  |  |  |  |
| 13 | Quail eggs |  |  |  |  |
| 14 | Shrimp |  |  |  |  |
| 15 | Bagoong dilis |  |  |  |  |
| 16 | Bagoong hipon |  |  |  |  |
| 17 | Beef, ground |  |  |  |  |
| 18 | Chicken |  |  |  |  |
| 19 | Chicken egg (in pcs) |  |  |  |  |
| 20 | Chicken wings |  |  |  |  |
| 21 | Dilis |  |  |  |  |
| 22 | Galunggong |  |  |  |  |
| 23 | Pork |  |  |  |  |
| 24 | Pork boston butt |  |  |  |  |
| 25 | Pork liempo |  |  |  |  |
| 26 | Pork, ground |  |  |  |  |
| 27 | Quail eggs |  |  |  |  |
| 28 | Shrimp |  |  |  |  |
| 29 | Bagoong dilis |  |  |  |  |
| 30 | Bagoong hipon |  |  |  |  |
| 31 | Beef, ground |  |  |  |  |
| 32 | Chicken |  |  |  |  |
| 33 | Chicken egg (in pcs) |  |  |  |  |
| 34 | Chicken wings |  |  |  |  |
| 35 | Dilis |  |  |  |  |
| 36 | Galunggong |  |  |  |  |
| 37 | Pork |  |  |  |  |
| 38 | Pork boston butt |  |  |  |  |
| 39 | Pork liempo |  |  |  |  |
| 40 | Pork, ground |  |  |  |  |
|  | TOTAL | | | |  |

Prepared by: For:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name] Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Store Owner or Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Fax Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Columns 1, 2, and 3 shall be filled-out by School SBFP Core Group with correct unit of measure, e.g., g., kls, pcs., l., ml., etc;*

*Columns 4 and 5 shall be filled-out by bidder or supplier.*