

REQUEST FOR QUOTATION

Reference No.: **2021-197**

Posting Date: **February 25, 2021**

The Office of the Vice President (OVP), through its Bids and Awards Committee, will undertake a Negotiated Procurement - Community Participation for the “*Supply and Delivery of Community-Based Rice for Dinagat Island*” in accordance with Section 53.12 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Community-Based Rice
Approved Budget for the Contract : Five Hundred Sixty-Seven Thousand Pesos (Php 567,000.00)
Specifications : Please see attached Annex “D”
Delivery Address : 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City

Interested providers are required to submit the following documents:

I. For Organized Community-based Service Providers¹:

- a. Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government unit, whichever is applicable;
- b. Certification for Community Participation in Government Procurement (Annex “A”)
- c. Either of the following:
 - a. List of completed contracts similar to procurement (Annex “B”);
 - b. List indicating the experiences of members of the community-based service provider related to the project (Annex “C”);
- d. Updated audited financial statement.

II. For Unorganized Community-based Service Providers:

1. Certificate from the Punong Barangay concerned that the individual members of the group are residents of the community;
2. Resolution or minutes of the Barangay Assembly approving the creation of the community labor group as a community-based service provider;
3. List indicating the experiences of members of the community-based service provider related to the project (Annex “C”); and
4. Guidelines for the establishment of a financial management system necessary for the performance of the project and the implementation of a payroll system.

III. Common Requirements for Organized and Unorganized Community-based Service Providers:

1. Compliance to the Technical Specifications (Annex “D”); and
2. Accomplished Price Quotation Form (Annex “E”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of **March 3, 2021** at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission may be done manually, through facsimile at telefax no. 370-1724 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

¹ e.g. Civil Society Organizations, Community Based Organizations, People’s Organizations

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state **"Comply"** in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Quantity	Unit	Statement of Compliance
Specifications of Rice: <ul style="list-style-type: none"> • Of good quality, no live insects or pests, and no busted bags • Well Milled Local Rice • Medium to Long grain mixed variety • Have moisture content not exceeding 14% 	300	sacks	
Packaging: <ul style="list-style-type: none"> • Rice shall be packaged in a brand new woven polypropylene sacks which will safeguard the hygienic, nutritional and organoleptic qualities of the food and must be clean, sturdy and strongly sewn or sealed. • Weight: 50 kilos per sack 			
Age of Milled Rice must not be more than 2 months after receipt of Notice of Award by the Supplier			
Rice must be available for delivery on or before March 4, 2021	N/A	N/A	

Notes:

1. Quantities are indicative and may be increased or decreased during project implementation, provided that the total cost shall not exceed the ABC for the Project.
2. Inspection. (1) The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the above Technical Specifications. The Supplier shall either rectify or replace such rejected Goods necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity.
 - (2) The Supplier shall provide a weighing scale during delivery for checking the accuracy of weight of the Goods being picked-up. The Procuring Entity may opt to open at random any sack of choice to check the contents upon pick-up.
 - (3) For Goods that are rejected at the time of delivery, reasons for rejection shall be noted in the receipt, and the Supplier shall rectify or replace said rejected Goods before the lapse of the period indicated in the notice to replace. If the rejected Goods are not replaced within the said period, there is already delay.
 - (4) For Goods with defects that only became apparent after delivery and acceptance, the Procuring Entity shall return the Goods to the Supplier with notice, at the option of the Procuring Entity, for either:
 - (a) the immediate replacement or of the returned Goods, within the period provided in the notice from

the Procuring Entity; or (b) refund of the payments already made equivalent to the cost of the Goods returned, within the period provided in the notice from the Procuring Entity.

(5) The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under the contract.

3. Delay. (a) If at any time during the performance of the contract the Supplier should encounter conditions impeding timely supply of the Goods, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause/s. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance and amend the contract to reflect the agreement on a new delivery period. (b) A delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of Liquidated damages amounting to one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for everyday of delay. Should the cumulative amount of damages reach 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.
4. Payment. Payments shall be in Philippine Peso only and shall be processed upon presentation of receipts and other documentation by the Supplier necessary for the payment.
5. Termination. The Procuring Entity shall promptly give a notice to terminate to the Supplier should it determine the existence of any ground for termination (default, i.e. delay; convenience; insolvency; unlawful acts) of the contract pursuant to the provisions of RA No. 9184 and its 2016 revised IRR (Annex "I").

We hereby certify to comply with all the above requirements.

Name of Supplier

**Signature over Printed Name
of Authorized
Representative**

Date

PRICE QUOTATION FORM

 Date
The Bids and Awards Committee
 Office of the Vice President
 7th Floor Ben-Lor Bldg., 1184 Quezon Ave.,
 Quezon City
Sir/Madam:

(1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Quantity	Unit	Unit Price	Total Price
Supply and Delivery of Community-Based Rice	300	Sacks		
	TOTAL (Inclusive of VAT)			

(2) We undertake to deliver above goods per technical specification on or before March 4, 2021; and

(3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

 The above-quoted prices are inclusive of all costs and applicable taxes

Very truly yours,

 Name and Signature of Leader/
 Authorized Representative

 Name of Community-Based
 Service Provider

 Contact Number

List of Completed Contracts Similar to Procurement

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery

Note: Similar contract shall refer to supply and delivery of rice.

Submitted by:

**Name of Community
 Based Service Provider**

**Signature over Printed Name
 of Leader/Authorized
 Representative**

Date

Certification for Community Participation in Government Procurement

I, *[Name of Leader/Representative]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, representing the organized community based service providers from *[name of organization or locality]* hereby certify that:

1. None of our incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), or other official authorized to process and/or approve the proposal, contract, and release of funds;
2. *Select one and delete the other:*

If no related business: None of our incorporators, organizers, directors or officials

If with related business: That our incorporators, organizers, directors or officials have related business, as follows:

Name	Related Business	Extent of Ownership

3. We have an existing bank account with the following details:

Account Name:	
Account Number:	
Name of Bank and Mother Branch:	

4. We have an existing financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt).

This Certification is being issued for purposes of community participation in government procurement in compliance with the Community Participation Procurement Manual adopted through Government Procurement Policy Board Resolution No. 09-2014.

Signature over Printed Name
Leader/Authorized Representative

Date

**List of Experiences of Members of the
Community Based Service Provider**

Name of Community Based Service Provider:

Address:

1. Name of Member:

a. Position, if any:

b. Inclusive years of membership:

c. Trainings, if any:

Name of Training	Training Provider	Date of Training

d. Projects participated in:

Name of Project	Client	Description of Work Done	Date Completed

e. Other notable work experience, if any:

2. Name of Member:

a. Position, if any:

b. Inclusive years of membership:

c. Trainings, if any:

Name of Training	Training Provider	Date of Training

d. Projects participated in:

Name of Project	Client	Description of Work Done	Date Completed

e. Other notable work experience:

3. Name of Member:

a. Position, if any:

b. Inclusive years of membership:

c. Trainings, if any:

Name of Training	Training Provider	Date of Training

d. Projects participated in:

Name of Project	Client	Description of Work Done	Date Completed

e. Other notable work experience:

Submitted by:

**Name of Community
Based Service Provider**

**Signature over Printed Name
of Leader/Authorized
Representative**

Date