



Republic of the Philippines
Province of Camarines Norte
Daet

REQUEST FOR QUOTATION FOR GOODS (RFQG)

Project Title: **Supply and Delivery of Commercial Rice, Well-Milled**

Mode of Procurement: **Negotiated Procurement – Community Participation (Sec. 53.12)**

Purchase Request Number: **PR No. 22122747**

Approved Budget for the Contract (ABC): **P1,726,226.00**

Date of Issue of Request: **June 9, 2023**

To: _____

Dear Supplier,

1. The **Provincial Government of Camarines Norte** hereby requests you to submit a quotation for the following goods under **PR No. 22122747**:

Item	Quantity	Unit	ARTICLES
1	45,427	Kls.	Commercial Rice, Well Milled (packed at 16.5kls. each)

2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY".
3. Your quotation in the attached format should be sealed in an envelope and addressed to and delivered at the following address:

MERCEDES M. ALFUERTE
Provincial Budget Officer/BAC Chairperson
Provincial Capitol Bldg.,
Daet, Camarines Norte

4. Mandatory Requirements

Legal Requirements

- a. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGAs434 or LGUs,435 and
- b. A sworn affidavit (Appendix "1") executed by the head or its authorized representative that affirms that:
 - i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and

- ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

Technical Requirements

- c. Statement of all its completed contracts similar to the Communitybased Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standards.

The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.

Financial Requirements

- d. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

For Organized CSG that has participated in any government Community-based Project for the past two (2) years:

- e. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
- f. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to automatic disqualification of proposal.

5. Each bidder shall submit only one quotation as individual.
6. In evaluating the quotations, the BAC will determine for each proposal the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:
 - a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - c) if a Supplier refuses to accept the correction, his quotation will be rejected.
7. Your quotation shall be valid for a period of sixty (60) days from deadline of submission of the quotation.
8. Your quotation in English language shall be for the whole goods and based on the unit and total price. Currency of quoted prices and payment shall be in Philippine Peso. The quotation shall include all duties, local taxes and other levies payable by the supplier in accordance with the local laws.
9. The BAC will award the contract to the Supplier whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price quotation.
10. Awarding shall be done by package.
11. A Supplier, who withdraws his quotation during the validity period and/or refuses to accept the award of a contract when and if awarded, will be excluded from the list of suppliers for the project for two years.

12. Your quotation (Form of Quotation) should be submitted by **June 15, 2023, 2:00o'clock** in the afternoon. The quotations shall be opened in public in the presence of suppliers' representatives who choose to attend, on **June 15, 2023** at the **new BAC Conference Office, at the back of Agro Sports Center, J. Lukban St., Daet, Camarines Norte.**

Sincerely,



MERCEDES M. ALFUERTE
Provincial Budget Officer/BAC Chairperson
Provincial Government of Camarines Norte
Daet, Camarines Norte
Tel. No. (054) 885-1474



Republic of the Philippines
Province of Camarines Norte
Daet

Supply and Delivery of Commercial Rice, Well-Milled

FORM OF QUOTATION

MERCEDES M. ALFUERTE
Provincial Budget Officer/BAC Chairperson

Madam,

In connection with the above request, I/We submit our quotation indicated in the attached Specifications. Total quotation is _____
(Php_____).

Qty.	Unit	Item/Description	Offered Brand	Unit Price	Total Price
45,427	Kls.	Commercial Rice, Well-Milled (packed at 16.5kls. each)			

We agreed to abide by this Bid for the bid validity of sixty (60) calendar days and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

(Signature/Name of Authorized Personnel /Position/Tel. Number/Email Ad/Date)

**STATEMENT OF COMMUNITY GROUP'S
COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE
BID OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS
SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID**

Name of the Completed Contract	Contract Date	Period/ Duration/ Delivery Date	Amount Involved	Definition or description of the project or major categories of work	Supporting Documentary Proofs (e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex " _ "

[Insert NAME OF COMMUNITY OR SOCIAL
GROUP REPRESENTATIVE]
[Insert signatory's legal capacity]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:
 - a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
 - b. *[Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]* None of us has any related business to the Community-based Projects being procured at hand.
 - c. *[Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.]* The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business

4. *[Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups]* Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.
5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (*Estafa*) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF COMMUNITY OR SOCIAL
GROUP REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]