



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
REGIONAL OFFICE VIII
Brgy. Guindapunan, Palo, Leyte, 6501
Tel. # 8888-331/8888-323
Email Address: bjmp8@bjmp.gov.ph



REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology Regional Office – VIII (BJMPRO-VIII) through its Special Bids and Awards Committee (SBAC) will undertake a Negotiated Procurement – Sagip Saka for the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026 WITH REFERENCE NOS NPSS-BAYBAY CITY DJ-003 MEAT AND POULTRY PRODUCTS AND NPSS-BAYBAY CITY DJ-003 FRUITS AND VEGETABLES** which will be in accordance with Republic Act No. 11321 or the Sagip Saka Act, enhanced by GPPB Circular No. 02-2025, and Section 72 & 75 of RA 12009.

Name of the Project	Supply and Delivery of Food Supplies for the Persons Deprived of Liberty (PDL) of Baybay City District Jail for the Month of July CY 2026
Approved Budget for the Contract (ABC)	₱ 56,083.00
Specifications	See Annex "B"
Delivery Location	Barangay Gaas, Baybay City, Leyte
Delivery Duration	See Annex "B"

Please quote your best offer for the item/s described herein, subject to the terms and conditions provided on the last page of this RFQ.

Submit your quotation duly signed by you or your authorized representative not later than **June 15, 2026 at 09:00 AM**.

Interested suppliers are required to submit the following documents:

- FFEDIS Certificate of Registration or its equivalent issued by Department of Agriculture;
- Duly signed and accomplished forms prescribed herein; and
- Omnibus Sworn Statement together with any legal document to prove that the signatory of the quotation is an authorized representative of the company or photocopy of ID bearing the picture and signature of the representative issued by the company.

Note: Bidders are required to use the prescribed forms provided in this RFQ. Quotations must be submitted **manually and electronically** at the address indicated.

For further information, please refer to:

MAY-ANN R BEJUNA

Jail Chief Inspector
Head, SBAC Secretariat
Brgy. Guindapunan, Palo, Leyte
Email: rbjmp8bac@gmail.com
Land line: 8888-331/8888-323

JEROME D VERBO

Jail Senior Superintendent
Chairperson, Special BAC



INSTRUCTIONS

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
3. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
5. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
6. Quotations, including documentary requirements, received after the deadline shall not be accepted.

Note: Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. The ABC shall be inclusive of:
 - a. Delivery and Hauling
 - b. Packaging and sacks
 - c. Taxes and other incidental expenses
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the Lowest Quotation which complies with the minimum technical specification and other terms and conditions stated therein.
6. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
7. The item/s shall be delivered according to requirement specified in the Technical Specifications.
8. Market orders with specifications shall be given to the supplier five (5) days before the start of the delivery period, and succeeding delivery orders. The market order consists of the quantity, description of items, and specifications of supplies to be delivered. The food service supervisor on duty shall adjust the number of orders daily through calls, chats or texts based on the daily census and forecasting.
9. All items must be delivered in clean, food-grade containers and transport vehicles. Advanced delivery without valid and justifiable reasons, prior approval and coordination for available storage space shall be rejected.
10. The BJMPRO-VIII shall have the right to inspect supplies, warehouses, and delivery packaging to be used to conform to the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMPRO-VIII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.
12. This RFQ and other related documents for the above-stated procurement project/s shall be deemed to form part of the contract.

I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name: _____

Date: _____

ANNEX "A"

PRICE QUOTATION

Name of the Company : _____
Address : _____
Business Permit No. : _____
FFEDIS CoR No. : _____
TIN : _____
Telephone/Cellphone No. : _____
Email Address : _____

Having examined the RFQ, the undersigned offer to the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**, the receipt of which is hereby duly acknowledged, we the undersigned, declared that:

- a. We have no reservation to the RFQ for the Procurement Project: **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**;
- b. We offer to deliver the item/s in accordance with the RFQ;
- c. The total bid price of our Bid in words and figures, excluding any discounts offered below is: _____
- d. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein and reflected in the detailed estimates;
- e. Our Bid shall be valid within a period stated in the RFQ, and it shall remain binding upon us at any time before the expiration of that period;
- f. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- g. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive;
- h. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026**; and
- i. We acknowledge that the failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.

Name and Signature of the Representative: _____

Designation: _____

Name of the Company/Business Name: _____

Date: _____

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

ANNEX “B”

TECHNICAL SPECIFICATIONS

Name of the Project	SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL
----------------------------	---

Lot	Description	Amount	ABC
1	Meat, Poultry and Fishery Products	₱ 44,732.00	₱ 56,083.00
2	Fruits and Vegetables	₱ 11,351.00	

LOT 1 MEAT PRODUCTS					
No.	Particulars	Qty	Unit	Delivery Schedule	Statement of Compliance (Comply/Not Comply)
1	Pork <ul style="list-style-type: none"> • Type: Fresh pork • Quality: Fresh, clean, and fit for human consumption • Appearance: Pink to light red in color, firm texture, with minimal excess fat and no abnormal discoloration • Purity: Free from foreign matter, dirt, unpleasant slime, and contaminants • Odor: Fresh and free from sour, rancid, or foul smell • Condition: Properly chilled and handled under sanitary conditions 	42	kg	Weekly	
2	Dried Fish (Mangsi) <ul style="list-style-type: none"> • Type: Fresh fish • Quality: Fit for human consumption • Appearance: Clean and free from damage Purity: Free from contaminants 	4	Kg	Weekly	

	<ul style="list-style-type: none"> • Odor: Fresh, free from foul smell 				
3	<p>Fish (Bulis)</p> <ul style="list-style-type: none"> • Type: Fresh Bulis fish • Quality: Fit for human consumption • Appearance: Clean and free from damage • Purity: Free from contaminants • Odor: Fresh, free from foul smell 	50	Kg	Twice a Week	
4	<p>Chicken (Whole)</p> <ul style="list-style-type: none"> • Type: Fresh whole dressed chicken • Quality: Fresh, clean, and fit for human consumption • Appearance: Natural pale pink color, firm flesh, free from bruises and abnormal discoloration • Purity: Properly cleaned and free from feathers, internal organs, foreign matter, and contaminants • Odor: Fresh and free from sour or foul smell • Condition: Properly chilled and handled under sanitary conditions 	67	Kg	Twice a Week	
5	<p>Egg (Medium Size)</p> <ul style="list-style-type: none"> • Type: Fresh chicken egg, medium size • Quality: Fresh, clean, and fit for human consumption • Appearance: Clean shell, free from cracks or leaks • Purity: Free from foul odor and visible contamination • Condition: Properly packed and handled 	336	Pcs	Twice a Week	

	under sanitary conditions				
--	---------------------------	--	--	--	--

LOT 2 FRUITS AND VEGETABLES					
No.	Particulars	Qty	Unit	Delivery Schedule	Statement of Compliance (Comply/Not Comply)
1	Garlic <ul style="list-style-type: none"> Type: Fresh garlic Quality: Mature, clean, and fit for human consumption Appearance: Firm bulbs, free from sprouts, decay, and excessive moisture Purity: Free from dirt, pests, and contaminants 	1.4	kg	Weekly	
2	Onion <ul style="list-style-type: none"> Type: Fresh onion Quality: Mature, clean, and fit for human consumption Appearance: Firm bulbs, dry outer skin, free from cuts, decay, and sprouting Purity: Free from dirt, pests, and contaminants 	1.4	kg	Weekly	
3	Kalabasa <ul style="list-style-type: none"> Type: Fresh squash (kalabasa) Quality: Mature, clean, and fit for human consumption Appearance: Firm flesh and natural color, free from cuts and spoilage Purity: Free from dirt, pests, and contaminants 	24	kg	Every day except Tuesday and Saturday	
4	Carrots <ul style="list-style-type: none"> Type: Fresh carrots 	2.8	kg	Every day except Wednesday, Saturday and Sunday	

	<ul style="list-style-type: none"> • Quality: Fresh, mature, and fit for human consumption • Appearance: Firm texture, natural orange color, free from cracks and decay • Purity: Free from dirt, pests, and contaminants 				
5	<p>Sayote</p> <ul style="list-style-type: none"> • Type: Fresh sayote • Quality: Fresh, mature, and fit for human consumption • Appearance: Firm texture, green color, free from cuts and decay • Purity: Free from dirt, pests, and contaminants 	10	kg	Every Monday, Tuesday, and Wednesday	
6	<p>Sitaw</p> <ul style="list-style-type: none"> • Type: Fresh sitaw • Quality: Fresh, tender, and fit for human consumption • Appearance: Green pods, firm and free from spoilage • Purity: Free from dirt, pests, and contaminants 	20	kg	Every day except Tuesday and Saturday	
7	<p>Bell Pepper</p> <ul style="list-style-type: none"> • Type: Fresh bell pepper • Quality: Fresh, firm, and fit for human consumption • Appearance: Smooth skin, natural color, free from bruises and decay • Purity: Free from dirt, pests, and contaminants 	1	kg	Weekly	
8	<p>Baguio Beans</p> <ul style="list-style-type: none"> • Type: Fresh Baguio beans • Quality: Fresh, tender, and fit for human consumption 	2	kg	Every Monday, Tuesday, Thursday & Friday	

	<ul style="list-style-type: none"> • Appearance: Green pods, firm and free from spoilage • Purity: Free from dirt, pests, and contaminants 				
9	<p>Cabbage</p> <ul style="list-style-type: none"> • Type: Fresh cabbage • Quality: Fresh, compact, and fit for human consumption • Appearance: Crisp leaves, free from yellowing, cuts, and decay • Purity: Free from dirt, pests, and contaminants 	12	kg	Every Monday, Tuesday, Thursday & Friday	
10	<p>Talong</p> <ul style="list-style-type: none"> • Type: Fresh eggplant (talong) • Quality: Fresh, mature, and fit for human consumption • Appearance: Smooth skin, firm texture, free from cuts and decay • Purity: Free from dirt, pests, and contaminants 	20	kg	Every Wednesday, Thursday, Friday & Sunday	
11	<p>Munggo</p> <ul style="list-style-type: none"> • Type: Clean mung beans • Quality: Dry, mature, and fit for human consumption • Appearance: Uniform green color, free from damaged grains and discoloration • Purity: Free from stones, insects, foreign matter, and contaminants • Odor: Fresh and free from musty or foul smell 	21	kg	Every Saturday	
12	<p>Okra</p> <ul style="list-style-type: none"> • Type: Fresh okra pods • Quality: Fresh and fit for human consumption 	20	kg	Every Wednesday, Thursday, Friday & Sunday	

	<ul style="list-style-type: none"> • Appearance: Green, tender, and free from damage • Purity: Free from insects, foreign matter, and contaminants • Odor: Fresh and free from foul smell 				
13	<p>Coconut</p> <ul style="list-style-type: none"> • Type: Mature coconut • Quality: Fresh and fit for human consumption • Appearance: Free from cracks, mold, and damage • Purity: Free from insects, foreign matter, and contaminants • Odor: Fresh, characteristic coconut smell 	4	Pc	Every Thursday	
14	<p>Ginger</p> <ul style="list-style-type: none"> • Type: Fresh ginger rhizomes • Quality: Fresh and fit for human consumption • Appearance: Firm, free from decay, bruises, and discoloration • Purity: Free from insects, foreign matter, and contaminants • Odor: Fresh, characteristic ginger aroma 	4	Kg	Weekly	

The BJMPRO-VIII has the right to inspect and examine the supplies before acceptance. I hereby certify to comply and deliver all the above requirements.

Name of Company

Bidder Signature Over Printed Name

Date

ANNEX "C"
FINANCIAL OFFER

JSSUPT RILL F SONON, DSC

Regional Director of the Jail Bureau
Bureau of Jail Management and Penology Regional Office – VIII
Brgy. Guindapunan, Palo, Leyte

Dear Sir Sonon:

This pertains to the procurement opportunity with project title, **SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026** posted on:

- Farmers and Fisherfolk Enterprise Development Information System (FFEDIS);
- Official Website;
- Philippine Government Electronic Procurement System (PhilGEPS);
- Social Media: _____
- Others: _____

We are pleased to present this proposal to supply agricultural or fishery products for the implementation of PDL Food Supplies, with a total amount of

_____.

A breakdown of the agricultural/fishery products are indicated below:

NO.	DESCRIPTION				TOTAL AMOUNT
1	Meat Products				
	Particulars	Quantity	UOM	Unit Price	
	Pork	42	kg		
	Dried Fish (Mangsi)	4	kg		
	Fish (Bulis)	50	kg		
	Chicken (Whole)	67	kg		
	Egg (Medium size)	336	pcs		
2	Fruits and Vegetables				
	Garlic	1.4	kg		
	Onion	1.4	kg		
	Kalabasa	24	kg		

	Carrots	2.8	kg		
	Sayote	10	kg		
	Sitaw	20	kg		
	Bell Pepper	1	kg		
	Baguio Beans	2	kg		
	Cabbage	12	kg		
	Talong	20	kg		
	Munggo	21	kg		
	Okra	20	kg		
	Coconut	4	pc		
	Ginger	4	kg		
Nothing Follows					
TOTAL BID AMOUNT (In Words and In Figures)					

We look forward to the opportunity to work with you and provide high-quality products that meet your standards and needs.

Thank you.

Respectfully yours,

Name and Signature of the Representative: _____

Name of the Company/Business Name: _____

Date: _____

ANNEX "D"

SCHEDULE OF REQUIREMENTS

SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR THE PERSONS DEPRIVED OF LIBERTY (PDL) OF BAYBAY CITY DISTRICT JAIL FOR THE MONTH OF JULY CY 2026		
ABC: Fifty-Six Thousand Eighty-Three Pesos Only (Php 56,083.00)		
NO	DESCRIPTION	DELIVERED/WEEKS/MONTHS
1	Meat, Poultry and Fishery Products	Upon issuance of the Notice to Proceed. Indicated specific delivery schedules shall be followed
2	Fruits and Vegetables	
Nothing Follows		
TOTAL BID AMOUNT (in words and in figures)		
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____		

Name and Signature of the Representative: _____

Name of the Company/Business Name: _____

Date: _____

ANNEX “E”

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Proposal]

OMNIBUS SWORN STATEMENT

I, _____ of legal age, _____, _____, and
Name of Affiant *Civil Status* *Nationality*
with residence at _____, do hereby depose and state that:
Address of Affiant

1. I am _____ or authorized representative of _____,
Name of FFCE *Name of FFCE*
with office address at _____;
Address of FFCE
2. As the owner and sole proprietor or authorized representative of _____ as
Name of FFCE
supported by the attached duly notarized Special Power of Attorney, I have full power and
authority to do, execute, and perform any and all acts necessary to participate, submit
proposals, and to sign and execute the ensuing contract for _____ of the

Name of Procuring Entity *Project Title*
 As the authorized representative of the partnership, corporation, or cooperative, duly
registered as _____, I am granted full power and authority to do,
Name of FFCE
execute, and perform any and all acts necessary to participate, propose, and to sign and
execute the ensuing contract for _____ of the _____,
Project Title *Name of FFCE*
as supported by the attached duly notarized Special Power of Attorney, Board/Partnership
Resolution, or Secretary’s Certificate, whichever is applicable;
3. _____ is not “blacklisted” or otherwise prohibited from submitting
Name of FFCE
proposals for the purpose of entering into government contracts by the Government of the
Philippines or any of its agencies, offices, corporations, or Local Government Units,
foreign governments, or foreign or international financing institutions whose blacklisting
rules have been recognized by the Government Procurement Policy Board; by itself or by
relation, membership, association, affiliation, or controlling interest with another
blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the requirements is an authentic copy
of the original, complete, and all statements and information provided therein are true and
correct;
5. _____ is authorizing the Head of the Procuring Entity (HoPE) or
Name of FFCE
its duly authorized representative(s) to verify all the documents submitted;
6. **If sole proprietorship:** The _____ and its spouse are not related
Name of FFCE
by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if
engaged), or the End-User or Implementing Unit, project consultants, head of the Project
Management Office, or the members of the Bids and Awards Committee (BAC), the
Technical Working Group, and the BAC Secretariat;
 If Partnership: The partnership itself and the partners of _____ are not
Name of FFCE

related by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If Cooperative: The cooperative itself and members of the board of directors, general manager, or chief executive officer of _____ are not related by consanguinity

Name of FFCE

or affinity up to the third civil degree to the HoPE (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If Corporation: The corporation, and officers, directors, controlling stockholders and beneficial owners of _____ are not related by consanguinity or affinity up

Name of FFCE

to the third civil degree to the HoPE, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

8. **[If Corporation:]** _____ declares its beneficial ownership consistent

Name of FFCE

with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the Securities and Exchange Commission (SEC) in accordance with its annual reportorial requirements.

9. _____ did not give or pay directly or indirectly, any commission, amount,

Name of FFCE

fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. _____ have the necessary capacity to timely deliver the agricultural

Name of FFCE

and fishery products required under the Procurement Project, in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

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

Duly authorized to sign the Proposal for and behalf of:

Name of FFCE

*Affiant's Signature over Printed Name
Position/Designation
Date*

JURAT

"Changing Lives, Building a Safer Nation"

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.