



Republic of the Philippines
Province of Albay
CITY GOVERNMENT OF TABACO
Tabaco City
Bids and Awards Committee

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT-SAGIP SAKA)
RFQ No. 2026-1124

25 August 2026

To: **Prospective Suppliers**

Sir/Madam:

The **City Government of Tabaco** intends to procure the **Supply and Delivery of Well-Milled Rice for the Implementation of the Assistance to Indigent Households – Food Assistance Rice Distribution Project**.

Please provide us your best quotation for the items below, and submit the same at the **Bids and Awards Committee, BAC Office, 3rd Floor Annex Building, City Hall, Tabaco City**.

Project Name : **Supply and Delivery of Well-Milled Rice for the Implementation of the Assistance to Indigent Households – Food Assistance Rice Distribution Project**
Contract ID No. : **NP-SS-2026-07-0001**
Approved Budget for the Contract : **P 21,998,400.00**
Source of Fund : **Trust Fund (Bureau of Treasury)**

Lot No.	Description	Quantity	ABC
1	Rice, Well-Milled, 10 kilos per bag Broken Grains not more than 25%; Moisture content: Max 14%; Free from impurities (stones, insects, molds) <i>Packaging:</i> Prescribed LGSF Bagong Pilipinas Rice Program Packaging (see attached layout) <i>Delivery Schedule:</i> 1st Delivery: 9,166 bags 2nd Delivery: 9,166 bags 3rd Delivery: 9,166 bags 4th Delivery: 9,166 bags	36,664 bags	21,998,400.00

TERMS AND CONDITION

1. Delivery Schedule:

No.	Date of Delivery	Quantity
1st Delivery	A week before the scheduled distribution (September 2026)	9,166 bags
2nd Delivery	A week before the scheduled distribution (October 2026)	9,166 bags
3rd Delivery	A week before the scheduled distribution (November 2026)	9,166 bags

4th Delivery	A week before the scheduled distribution (December 2026)	9,166 bags
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2. Place of Delivery: Disaster Operation Center (DOC), Terminal, Pawa, Tabaco City

3. Warranty Period: Within 5 days from acceptance of the end-user

4. Eligibility Criteria:

- a. Must be registered in the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS); or, if not registered in the FFEDIS, registered or accredited in any of the following:
 - i. Registration in the Registry System for Basic Sector in Agriculture (RSBSA);
 - ii. Registration in the National Coconut Farmers Registry System (NCFRS); or
 - iii. Registration or accreditation in any other DA-approved registry or accreditation system.
- b. Must have the necessary capacity to timely deliver the required quantity and quality.

5. Documentary Requirements

- a) Duly accomplished Proposal Form;
- b) FFEDIS Certificate of Registration or proof of registration or accreditation on RSBSA or any DA-approved registry or accreditation system;
- c) Omnibus Sworn Statement (OSS); and
- d) Secretary's Certificate

Note: Please enclose your documentary requirements in a sealed envelope.

6. Schedule of Procurement Activities:

Procurement Activity	Date	Time	Venue
Availability of Proposal Forms	August 25-28, 2026	8:00 AM to 5:00 PM	FFEDIS or BAC Office, 3Flr. Annex Building, City Hall, Tabaco City
	August 28, 2026	8:00AM to 9:00 AM	
Deadline for Submission of Proposals and Eligibility Requirements	28 August 2026	9:00 AM	BAC Office, 3Flr. Annex Building, City Hall, Tabaco City
Opening of Proposals	28 August 2026	9:30 AM	BAC Conference Room, Mezzanine Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City

7. Proposal forms may be downloaded from FFEDIS or secured from the BAC Office, 3Flr. Annex Building, City Hall, Tabaco City on the date and time specified above

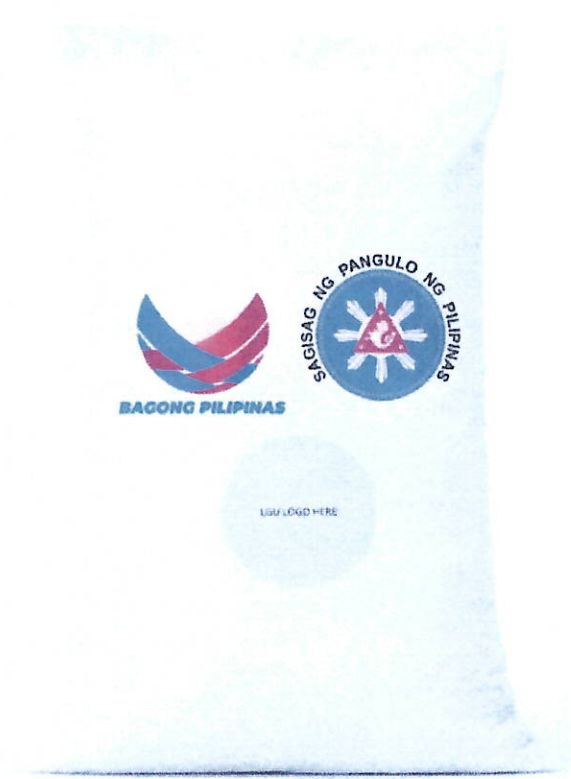
Contact Person: **DANIEL C. CONFESOR**
Chief BAC Secretariat


ATTY. WILLIAM B. BALAYO, CPA
BAC Chairperson

FRONT



BACK



[letterhead of FFCEs, if available]

Proposal Form

[Date]

ATTY. WILLIAM B. BALAYO, CPA
BAC Chairperson
LGU-Tabaco City

Dear Atty. Balayo:

This pertains to the procurement opportunity with project title, **Supply and Delivery of Well-Milled Rice for the Implementation of the Assistance to Indigent Households – Food Assistance Rice Distribution Project, NP-SS-2026-07-0001**, posted on:

- ☒ Farmers and Fisherfolk Enterprise Development Information System (FFEDIS);
- ☒ Official Website;

We are pleased to present this proposal to supply agricultural products for the implementation of the **Assistance to Indigent Households – Food Assistance Rice Distribution Project**, with a total amount of [price amount].

A breakdown of the agricultural products are indicated below:

Particulars	Quantity	Unit of Measure	Unit Price	Total Amount
Rice, Well-Milled, 10 kilos per bag Broken Grains not more than 25%; Moisture content: Max 14%; Free from impurities (stones, insects, molds) <i>Packaging:</i> Prescribed LGSF Bagong Pilipinas Rice Program Packaging (see attached layout) <i>Delivery Schedule:</i> 1st Delivery: 9,166 bags 2nd Delivery: 9,166 bags 3rd Delivery: 9,166 bags 4th Delivery: 9,166 bags	36,664	bags		
GRAND TOTAL:				

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,

[Signature over Printed Name]

[Name of FFCE]
[Address]
[Contact Number]

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, 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.

Name of FFCE

10. _____ have the necessary capacity to timely deliver the agricultural and fishery products required under the Procurement Project, in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

Name of FFCE

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

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 _____.