



UNIVERSITY OF THE PHILIPPINES TACLOBAN

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

NOTICE TO THE PUBLIC REQUEST FOR QUOTATION NEGOTIATED PROCUREMENT SAGIP SAKA RFQ NO. 306-2026

The University of the Philippines Tacloban hereby informs the public that it will be procuring the following item/s through Negotiated Procurement Sagip Saka:

Qty/Unit	Item Description	Approved Budget
84 employees	Supply and Delivery of 3 rd Tranche Rice Subsidy FY 2026 for UP Tacloban Administrative Employees	Php262,500.00

Please submit your manual bid (hardcopy) to the Supply and Property Management Office, UP Tacloban with your quotation signed by you or your authorized representative with all the required documents listed below, not later than **Thursday, 24 September 2026, at 12:00PM.**

Eligibility Criteria:

1. 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 other DA-approved registry or accreditation system;
2. Must have the necessary capacity to timely deliver the required rice variety in accordance with the specifications, quality standards, and quantities as stated in this RFQ.

Your bid submission should be enclosed in a sealed envelope and shall include the following documents. Incomplete submission of these documents will result to ineligibility of the submission:

- ☐ 1. FFEDIS Certificate of Registration or an equivalent certificate/document issued by the Department of Agriculture (DA);
- ☐ 2. Notarized/Unnotarized Omnibus Sworn Statement executed by the accredited FFCEs (Form B)
- ☐ 3. Financial Proposal Form (Form A)

Your quotation must be duly received by the BAC Secretariat not later than the stated deadline and shall be subject to verification. Failure to completely fill out the Request for Quotation is a ground for disqualification.

For inquiries, please contact:

Email: bacsecretariat.uptacloban@up.edu.ph

Or visit us at our office (Supply and Property Management Office, UP Tacloban, Magsaysay Blvd., Tacloban City)

Chairperson, Bids and Awards Committee

Technical Specifications

Supply and Delivery of 3rd Tranche Rice Subsidy 2026 for UP Tacloban Administrative Employees (84 employees)

REQUIRED SPECIFICATIONS

1. RICE SPECIFICATIONS

- a. Rice Variety: Dinurado/Jasmine
- b. Rice Origin: Local
- c. Moisture Content within 12.0% to 14.5%
- d. Ratio: At least 80% is whole grain, and not more than 20% is broken
- e. Harvested from June 2026 to August 2026
- f. Well Milled
- g. Without any non-rice element and impurities
- h. No Blending with other varieties
- i. No Foul Odor
- j. Soft, tasty, and edible even five (5) hours after cooking

2. Packaging

- a. securely sealed in rice sacks clearly printed with supplier's name, weight, type of rice and date milled
- b. minimum of 60 kg per employee packed in to two or more sacks
example 1: 1st sack - 25kg; 2nd sack - 25kg; 3rd sack – 10kg or more
example 2: 1st sack – 50kg ; 2nd sack 10kg

3. Quality Assurance

- a. The Rice Committee/TWG shall conduct an on-the-spot check of the rice against the sample rice provided by the supplier. Post- disqualification shall be made if the rice samples do not meet the agreed standards as determined by the TWG.
- b. A random rice sample of the rice delivered will be checked by the SPMO and the Rice Committee. If found not compliant with the specifications, a penalty of the value of rice per kg per sack shall be imposed on the supplier
- c. Cooking Test by Rice Committee: no foul odor of cooked rice, and rice remains soft to eat after five (5) hours of cooking

4. Sample Submission: Supplier shall submit 1 bag of rice sample with a weight of 1kg with clear and proper labels of the variety sample submitted and name of farmer/cooperative.

Delivery Requirement: Initial delivery shall be made within 7 calendar days upon receipt of the Purchase Order. Full delivery must be completed within 10 calendar days from the initial delivery

Payment Terms: Actual required quantity of delivery may vary (+/-10%) based on the number of employees. Payment will be made on the actual quantity of delivery as inspected by the Supply and Management Office (SPMO)

Place of Delivery: Delivery must be made to the UP Tacloban Multipurpose Building (MPB), from 8:00am to 5:00pm, Monday to Friday.

FINANCIAL PROPOSAL FORM

Date: _____
RFQ No.: 306-2026The Chairperson, Bids and Awards Committee
University of the Philippines Tacloban

Sir/Madam:

We submit the quotation for NP-SS in conformity with the Request for Quotation for the sums stated hereunder:

QTY/UNIT	ITEM DESCRIPTION	Unit Price per Sack	Total Price	Offer No. of Kilograms per sack (minimum of 60kg)
84 sack	Supply and delivery of 3 rd tranche rice subsidy FY 2026 for UP Tacloban administrative employees	3,125.00	262,500.00	
<i>Note: Please indicate the price for each item indicated in the technical specification, scope of work or terms of reference. If a discount is offered, indicate the discount and clearly state that the bid offered is the final bid less the discount. BIDDER WITH THE MOST OFFER No. OF KILOGRAMS PER SACK WILL BE CONSIDERED AS THE LOWEST CALCULATED BIDDER (LCB). DO NOT CHANGE VALUES IN COLUMNS 1 TO 4. INDICATE "NO BID" FOR LOTS WITH NO OFFER.</i>				

OFFER NO. OF KILOGRAMS PER SACK IN WORDS _____

Upon submission of this bid, the undersigned bidder undertakes to do the following:

1. Deliver the goods and/or services and comply with all the specifications indicated in the Technical Specifications Form within the prescribed delivery period.
2. Warrant expendable supplies for a minimum period of three (3) months, or a minimum period of one (1) year for non-expendable supplies, unless specifically identified in the Technical Specifications Form.
3. Any communication such as notice/s transmitted to any of the below stated contact details shall be deemed sent or received by the University of the Philippines using the date and time reflected in the system of the University of the Philippines. The reckoning reglementary periods shall commence using this date and time stamp.
4. The University of the Philippines – Tacloban reserves the right to accept or reject any and all bids, to cancel the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders.

Until a formal Contract is prepared and executed, this Proposal, together with the written acceptance thereof and the signed Notice of Award, shall not be binding upon the University of the Philippines.

Dated this [date]

Signature	
Name of Authorized Representative	
Designation	

Duly authorized to sign Proposal for and on behalf of:

Name of Company	
Address	
Official contact number	
Email Address	

Omnibus Sworn Statement Form

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

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 _____.