

Annex 1: Purchase Request Template

Annex 2: Request for Quotation

Annex 3: Abstract of Quotation

ABSTRACT OF QUOTATION

Date **May 8, 2025**

Item No.	Qty	Unit	Article/Description	BIDDERS		
				Bidder 1:	Bidder 2:	Bidder 3:
			GRAND TOTAL	Php -	Php -	Php -

Based on the above Abstract of Quotations, it is recommended that awards be given to:

Suppliers	Total	Awarded to
Bidder 1:	Php -	
Bidder 2:	Php -	
Bidder 3:	Php -	
Reason for award:		

Procurement Committee Members	Approved by:

Annex 4: BOD Resolution Sample

UNICARBAI MULTI PURPOSE COOPERATIVE
Basiawan, Sta. Maria, Davao Occidental
Reg. No. 9520-11010870

**EXCERPTS FROM THE MINUTES OF THE REGULAR BOARD MEETING OF THE
UMPC BOARD OF DIRECTORS LAST JUNE 18, 2022 AT UNICARBAI MPC
OFFICE, STA.MARIA, DAVAO OCCIDENTAL.**

PRESENT:

SOTOMAYOR CONRADO: BOD CHAIRMAN
CABARDO PEDRO JR: BOD VICE-CHAIRMAN
ROSARIO ERNESTO: BOD MEMBER
SOCO JULITO: BOD MEMBER
ALMARIO CESAR: BOD MEMBER
MICULOB JULIO: BOD MEMBER
DELOS REYES RODINO: BOD MEMBER

OTHER PRESENT:

LAWANI MARIO: MANAGER
LOUI ARNADO: SECRETARY
ALDANESE ALEJANDRO: TREASURER
CORSONADO MARIA: ENCODER

Resolution No.6
Series of 2022

**A RESOLUTION ACKNOWLEDGING BIO AGRARIAN REFORM BENEFICIARES
COOPERATIVE AS THE WINNING BIDDER OF PLANTING MATERIALS FOR
THE RAPID GROWTH PROJECT OF 35 HECTARES CACAO FARM EXPANSION
TO UNICARBAI MULTI-PURPOSE COOPERATIVE.**

WHEREAS, UNICARBAI MULTI-PURPOSE COOPERATIVE is an agrarian reform cooperative registered with Cooperative Development Authority with Registration No. 9520-11010870, with 99 ARB members and with office address of Basiawan, Sta. Maria, Davao Occidental.

WHEREAS, the DTI RAPID GROWTH initiated bidding for the planting materials to be use for the project of 35 hectares cacao farm expansion of Unicarbai Multi-Purpose Cooperative;

WHEREAS, among the three bidders namely Bio Agrarian Reform Beneficiaries Cooperative, UNA Grande Plant Nursery and Services, Cherry Ann L. Auxillio. Out of these three bidders Bio Agrarian Reform Beneficiaries Cooperative is the winning bidder for the planting materials;

WHEREFORE, on motion of BOD Rodino Delos Reyes and unanimously seconded by all BOD members present, be it;

RESOLVED, as it is hereby resolved acknowledging Bio Agrarian Reform Beneficiaries Cooperative as the winning bidder of planting materials for the RAPID GROWTH project of 35 hectares cacao farm expansion to Unicarbai Multi-Purpose Cooperative.

FURTHER RESOLVED, that a copy of this resolution be furnished to all concerned of this information and future reference.

Unanimously approved,

I HEREBY CERTIFY to the correctness of the foregoing from excerpt from the minutes.

Prepared by;


LOUI A. ARNADO
Secretary

Approved by;


CONRADO B. SOTOMAYOR
Chairman

Annex 5: Clearance from PCU-PD Template

[Date]

[Name of Official Representative of DIP Beneficiary]

[Designation]

[Name of Organization/Enterprise]

[Official Address]

CLEARANCE TO PROCEED TO CONTRACTING/ISSUANCE OF PURCHASE ORDER

Dear Sir/Ma'am,

After the RAPID-PCU's thorough verification of the technical, financial, and legal responsiveness of your recommended winning bidder/supplier, we are pleased to inform you that you are cleared to proceed to the contracting/issuance of Purchase Order to your recommended winning bidder/supplier.

Should you need further clarifications and assistance from our office, please do not hesitate to contact us through [Name of RAPID Staff] at [mobile number of RAPID Staff].

Thank you for your cooperation.

Sincerely,

(Name of DTI Regional/Provincial Director)

(Designation)

CC:

- Regional Coordination Unit – RAPID Growth Project
- National Project Coordination Office – RAPID Growth Project

Annex 5: Due Diligence Form

Due Diligence Form on Procurement

Name of Supplier : _____

Address : _____

Contact Person : _____

Contact Number : _____

Particulars	Yes	No	Remarks
1. Vendor Qualification			
1.1 Company registration documents (DTI, SEC, CDA)			
1.2 Business Permit/Mayor's Permit			
1.3 BIR Registration			
2. Product/ Service Evaluation			
2.1 Technical specifications and compliance with requirements of the beneficiary.			
2.2 Quality assurance processes and certifications			
2.3 Product warranty and after-sales service terms			
3. Pricing and Cost Analysis			
3.1 Unit pricing and volume discount structures			
3.2 Comparison with market rates/benchmarking			
3.3 Clear payment terms (net 30, advance, etc.)			
3.4 Warranty and after-sales support			
4. Operational Capability			
4.1 Production capacity and lead time			
4.2 Supply chain transparency			
4.3 Logistics and delivery capabilities			
4.4 Business continuity and disaster recovery plan			
4.5 Use of subcontractors or third parties			
5. Risk Assessment			
5.1 Past litigation, disputes, or regulatory violations			
5.2 Contingency plans for supply interruptions			

6. Internal Controls and Approvals			
6.1 Conflict of interest declarations			
6.2 Declaration of relationship with the supplier and the beneficiary			
7. References and Reputation			
7.1 Client references and case studies			
7.2 Customer satisfaction and complaint records			
7.3 Online reviews or press coverage			
7.4 Industry reputation or blacklisting checks			

List of Notable Clients/Customers of the Supplier	Comments/Recommendation from the Validator
1.	
2.	
3.	
4.	
5.	

Conducted by:	Noted by:	Certified by:
[NAME OF RAPID STAFF] [Designation of RAPID Staff]	[NAME OF TECH. SUPERVISOR] [Designation]	[NAME OF SUPPLIER] [DESIGNATION]
Date:	Date:	Date:

Annex 6: Purchase Order Template

Annex 7: Purchase Order Template

Annex 8: Delivery Plan Template

DELIVERY PLAN FOR CACAO SEEDLINGS DISTRIBUTION FOR

Name of Farmer of Organization

Table 1. Delivery Schedule

Target Date of Loading	Quantity of Seedlings (specific to the number of cacao clones, e.g., 1,000pcs W10, 1000pcs BR25 and 1000pcs UF 18)	Target Date of Unloading	Location/Address of Area to Unload Seedlings (Prk, Sitio, Brgy, Municipality/City)

Cacao Seedlings Care and Maintenance Upon Receipt of Farmer Organization

1. Area Preparation

	YES	NO	REMARKS
Is the area shaded to avoid direct exposure to sunlight to avoid stress? (garden net or dried coconut leaf midrib is an option)			
Does the area have access to water?			

2. Piling of Seedlings

	PERSON-IN CHARGE FROM THE SUPPLIER AND FARMER ORGANIZATION
Seedlings should be piled by group or clone (10 lines per group)	
Group of seedlings should have .5 to 1 meter distance between groups.	

3. Watering of Seedlings

	PERSON-IN CHARGE FROM The FARMER ORGANIZATION
Water the seedlings immediately after receiving.	
Water the seedlings as often as necessary to keep the soil moist.	
Avoid too strong water pressure when watering.	
Water seedlings in the afternoon.	

4. Spraying

	PERSON-IN CHARGE FROM THE SUPPLIER AND FARMER ORGANIZATION
Spray foliar fertilizer, fungicide and insecticide (can be done in cocktail/mixed) in seven days interval.	
Take note of the recommended rate in the label of the chemicals used.	

5. *Planting

Planting in the field should be done at least 1 week from receipt of the seedlings.
Make sure to do the planting when the soil is moist or a day after the rain.
Make sure that the farmer beneficiaries have started the land preparation upon delivery of seedlings.

CONFORMED AND SIGNED BY:

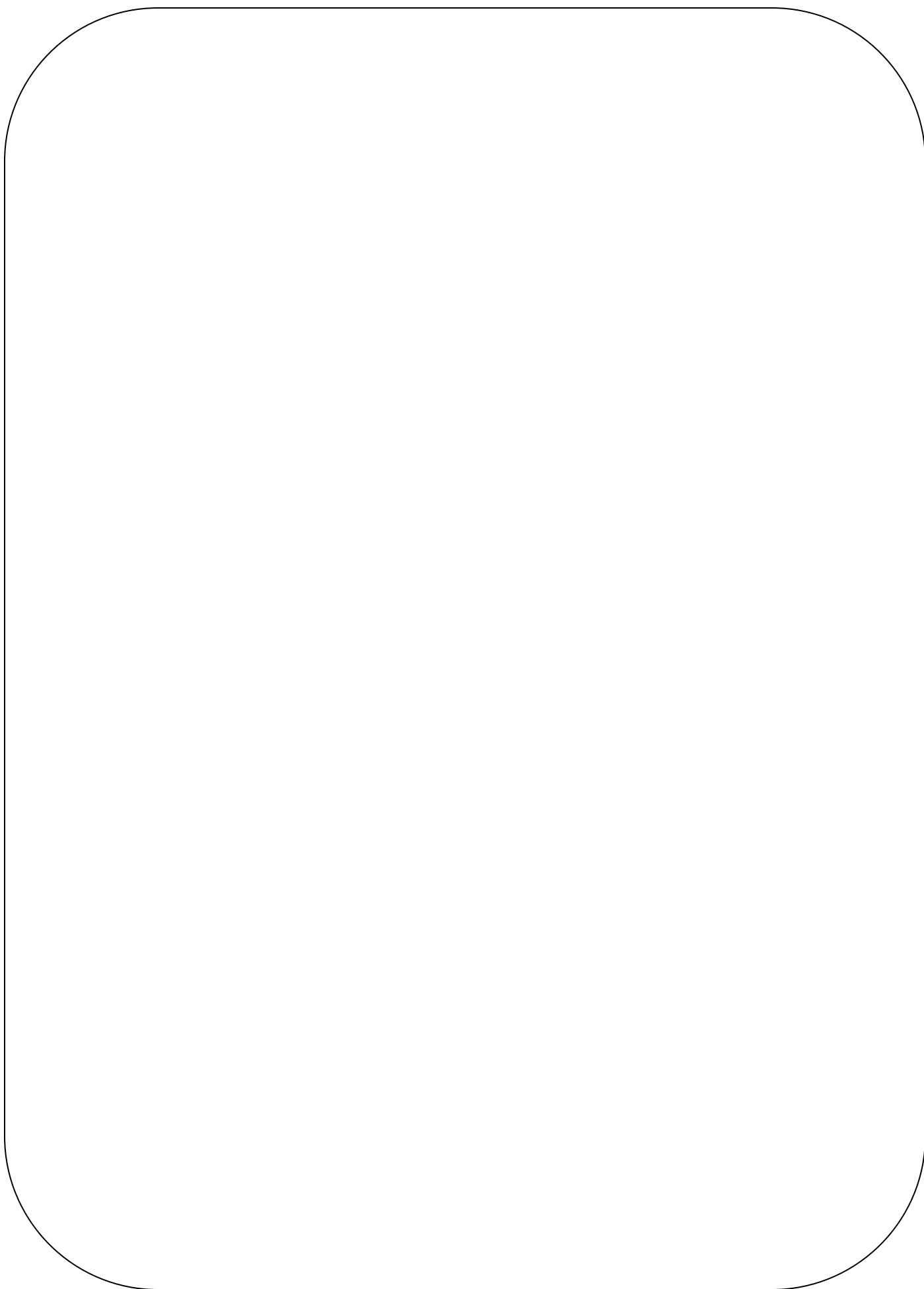
WITNESSED BY:

SEEDLINGS SUPPLIER

FO CHAIRPERSON

PCU-Davao del Norte

PLEASE ATTACHED PICTURES ON THE PROPOSED AREA WHERE SEEDLINGS ARE TO BE UNLOADED AND ACCLIMATIZED



**Please take note that the DTI-RAPID Growth Project will be conducting on the spot validation regarding the land preparation of farmer beneficiaries.*

UNACCEPTABLE QUALITY OF SEEDLINGS



Figure 1. Cacao Seedling with Vascular Streak Dieback Disease



Figure 2. Cacao Seedling with Possible Nitrogen Deficiency



Figure 3. Cacao Seedling with Possible Zinc Deficiency



Figure 4. Cacao Seedling with Possible Iron Deficiency



Figure 5. Cacao Seedling with Salty Water Damage



Figure 6. Poor Growth due to Low Potting Mix pH

UNACCEPTABLE QUALITY OF SEEDLINGS



Figure 7. Cacao Seedling with Blight Disease



Figure 8. Reject Cacao Seedlings

ACCEPTABLE QUALITY OF SEEDLINGS



Annex 9: List of Recipients Template

Annex 10: Delivery Receipt

Annex 11: Inspection and Validation Report Template

Inspection and Validation Report Template

Name of Procuring Entity	:	[Name of Coop/Association]
Date of Inspection	:	
Name of Field Validator	:	
DIP Scope	:	[Name/Title of DIP to which the beneficiary is covered]

Validated Delivered Goods and/or Services

Particulars	Description	Qty.	Unit Price	Total
Grand Total				

Remarks of the Field Validator:

This is to certify that the abovementioned goods and/or services were delivered by the supplier and accepted by the procuring entity in accordance to quantity and quality specifications detailed in the Purchase Order issued by the procuring entity to the supplier dated [Date of Purchase Order].

Validated by:

Noted by:

[Name of PCU Field Validator]
 [Designation]
 RAPID PCU Davao [Province]

[Name of RAPID Technical Supervisor]
 [Designation]
 DTI – [Province]

Annex 12: Letter Request Template

[Date]

[Name of DTI Regional/Provincial Director]

[Designation]

[DTI-XXXXX]

[Official Address]

Subject: Request to Directly Procure the Approved Productive Investment(s) from an International Supplier

Dear Director [Name of Regional/Provincial Director],

This is to respectfully request for your clearance on my intention to procure the **[Name(s) of approved productive investment(s)]** as approved in the Detailed Investment Plan from an international supplier for the following reasons:

- ✓ [Reason 1]
- ✓ [Reason 2]
- ✓ [Reason 3]

Attached herewith are the following supporting documents for your perusal:

1. Supplier's profile (screenshot from the website will suffice)
2. Brochures and specification of the item/s offered by the supplier to be procured by the beneficiary.
3. Quotation or cost of the item/s including shipping cost.
4. Delivery timeline of the supplier.

Looking forward to your favorable response and should you need further clarifications, please do not hesitate to contact me through my contact details below.

Thank you for your time and attention.

Sincerely,

[Name of Official Representative of DIP Beneficiary]

[Designation]

[Name of Organization/Enterprise]

[Official Address]

[Mobile Number]

[Email Address]

Annex 13: Authority to Debit

[DATE]

[NAME OF LBP BRANCH MANAGER]

Branch Manager

Landbank of the Philippines – [NAME OF BRANCH]

[Address]

AUTHORITY TO DEBIT

Dear Mr/Ms. XXXXX,

This is to authorize your institution to debit from my savings account number _____, purposely opened for the RAPID Growth Project under the matching grant, the amount of PESOS: _____ (P _____) and to pay in [PARTIAL OR FULL] to our supplier named herein:

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

The purpose of the payment is for the:

[SAMPLE ONLY]

Procurement of 1000 quality cacao seedlings.

[Signature over Printed Name of Project
Beneficiary's Authorized Signatory]

[Signature over Printed Name of Project
Beneficiary's Authorized Signatory]

Annex 14: Notification to Pay

[DATE]

[NAME OF LBP BRANCH MANAGER]
Branch Manager
Landbank of the Philippines – [Name of Branch]
[Address]

RE: Notification to Pay the Supplier of Goods/Services of [Name of
Project Beneficiary] Under the RAPID Growth Project

Dear [NAME OF LBP BRANCH MANAGER],

Relative to the memorandum of agreement signed by your bank under the RAPID Growth Project, you may proceed to debit the savings account number _____ of the project beneficiary _____ and to process the payment of the supplier.

Attached is the Authority to Debit signed by the project beneficiary authorizing your bank to debit from the account the combined amounts of the matching grant and the equity counterpart and to pay the indicated supplier/s.

For more inquiries and clarification, please do not hesitate to contact our RAPID Project Provincial Coordinator _____, mobile number _____

Respectfully,

[Name of Provincial Director]
DTI – [Province]