



**INVITATION FOR  
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Perishable and Non-Perishable Food Supplies for  
SFP 12<sup>th</sup> Cycle in Sablan, Benguet (2<sup>nd</sup> posting)  
NPCP-2022-DSWD-CAR-20**

The **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)**, through its **Bids and Awards Committee (BAC)**, invites Community Based Service Providers (CBSPs) interested to participate in the procurement of the project, **Purchase and Delivery of Perishable and Non-Perishable Food Supplies for SFP 12<sup>th</sup> Cycle in Sablan, Benguet (2<sup>nd</sup> posting)**, in accordance with Section 53.12 of the revised Implementing Rules and Regulations of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”. The Approved Budget for the Contract (ABC) is **Three Hundred Forty-Two Thousand Pesos (Php342,000.00)**.

1. The schedule of procurement activities are as follows:

<i>Activities</i>	<i>Date and Time</i>
Availability of the Request for Proposals	15 June 2022 to 20 June 2022
Deadline for Submission of Bids	20 June 2022 at 12:00 PM
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link: <a href="https://meet.google.com/bwh-ysyz-prh">meet.google.com/bwh-ysyz-prh</a>	20 June 2022 at 3:30 PM

Eligibility Requirements:

**LEGAL REQUIREMENTS**

- I. 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 NGA or LGU, and
- II. A sworn affidavit (Appendix “1”) executed by the head or its authorized representative that affirms that:
  - ii.a. 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.b. 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**

- III. Statement of all its completed contracts similar to the Community-based 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.*

- IV. Schedule of Requirements (**Annex A**)  
V. Technical Specifications (**Annex B**)

**FINANCIAL REQUIREMENTS**

- VI. 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.  
VII. Price Proposal Form (**Annex C**)

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

- VIII. 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  
IX. 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.

*Note: Other eligibility/Legal documents will be validated during the post-qualification stage.*

2. The **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

3. For further information, please refer to the following:

**THE BAC SECRETARIAT**

DSWD-CAR, 40 North Drive, Baguio City

E-Mail: bacsec.car@dswd.gov.ph

Tel. No. (074) 661-0430 local 25025

Mobile Numbers: Globe: 0915-151-9259/ Smart: 0963-610-9340

**SGD.**  
**ENRIQUE H. GASCON JR.**  
Chairperson, Bids and Awards Committee

**Annex “A”**
**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>	<b>Place of Delivery</b>
1	Chicken meat chopped (mixture of wings, leg, thigh, brisket ) at least 1kg / pack	300	Pack	Please refer to the attached delivery schedule from July to December 2022	Municipal Social Welfare and Development (MSWDO)
2	Egg, medium size, at least 56 grams/piece	3530	Piece		
3	Ground Pork at least 80% lean meat , 500 grams/ pack	240	pack		
4	Vegetable Oil, at least 485 ml / container	300	container		
5	Flour, All Purpose, at least 500grams / pack	300	Pack		
6	Brown sugar at least 500 grams / pack	200	Pack		
7	Baking powder, at least 50 grams/pack	200	Pack		
8	White Beans at least 500 grams / pack	100	Pack		
9	Dried Mongo whole , at least 500 grams / pack	150	Pack		
10	Glutinous Flour, at least 500 grams/ pack	200	Pack		
11	Local Malagkit Rice , at least 500 grams/ pack	250	Pack		
12	Evaporated Filled Milk, at least 140 ml per can	201	Pack		
13	Cheddar Cheese at least 45 grams/ pack	250	Pack		
14	Coconut Milk Powder, at least 50 grams per pack	200	Pack		
15	Macaroni Pasta, shells, at least 500 grams / pack	250	Pack		
16	Bundle Spaghetti pasta (at least 900grams pack) and Spaghetti Sauce (at least 850 grams/ pack)	250	set		
17	Bihon Noodles at least 454 grams/ pack	250	Pack		
18	Curry powder 50 grams/ pack	180	Pack		



**DSWD**

Department of Social Welfare and Development  
DSWD-GF-010 | REV 00 / 12 OCT 2021



19	Iodized Salt, at least 500 grams / pack with sangkap pinoy seal	180	Pack		
20	Soysauce at least 100 ml / pack	200	Pack		
21	Choco Powder filled milk at least 29 grams/ pack	1000	pack		

*Please refer to the attached delivery schedule*

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## Annex “B”

### Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered (including the prescribed terms and conditions). Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross- referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<b>Can comply the following items</b>			<b>Please indicate “Comply” or “Not Comply”</b>
1	300	Pack	Chicken meat chopped (mixture of wings, leg, thigh, brisket ) at least 1kg / pack	
2	3530	Piece	Egg, medium size, at least 56 grams/piece	
3	240	pack	Ground Pork at least 80% lean meat , 500 grams/ pack	
4	300	container	Vegetable Oil, at least 485 ml / container	
5	300	Pack	Flour, All Purpose, at least 500grams / pack	
6	200	Pack	Brown sugar at least 500 grams / pack	



7	200	Pack	Baking powder, at least 50 grams/pack	
8	100	Pack	White Beans at least 500 grams / pack	
9	150	Pack	Dried Mongo whole , at least 500 grams / pack	
10	200	Pack	Glutinous Flour, at least 500 grams/ pack	
11	250	Pack	Local Malagkit Rice , at least 500 grams/ pack	
12	201	Pack	Evaporated Filled Milk, at least 140 ml per can	
13	250	Pack	Cheddar Cheese at least 45 grams/ pack	
14	200	Pack	Coconut Milk Powder, at least 50 grams per pack	
15	250	Pack	Macaroni Pasta, shells, at least 500 grams / pack	
16	250	set	Bundle Spaghetti pasta (at least 900grams pack) and Spaghetti Sauce (at least 850 grams/ pack)	
17	250	Pack	Bihon Noodles at least 454 grams/ pack	
18	180	Pack	Curry powder 50 grams/ pack	
19	180	Pack	Iodized Salt, at least 500 grams / pack with sangkap pinoy seal	
20	200	Pack	Soysauce at least 100 ml / pack	
21	1000	pack	Choco Powder filled milk at least 29 grams/ pack	
	<b>Terms and Conditions:</b>			<b>Statement of Compliance</b>
a	The bidder can comply with the Schedule of Requirements			
b	The bidder must guarantee good quality of delivered goods, well-sealed in its original packaging, no refill or repack from 29-51 items except for <b>items 5,6,8,9 and 11</b> . Packaging must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least six (6) year from the date of delivery. Items deemed reject upon inspection should be replaced within the day or a buffer should be ensured every delivery.			
c	Goods are expected to be sanitary, fit for children consumption and locally produced. Perishable goods must be kept in coolers, styro boxes and other cooling device to prevent spoilage during delivery.			



d	The bidder should pack the goods per allocation per Child Development Center. They should assist in the distribution of goods and must stay until the distribution is done to ensure that concerns during distribution is addressed.	
e	Willing to deliver the items based on the delivery schedule, terms and conditions. Period of delivery will depend on the release of ECCD Council on the start of classes and the date of delivery will be every first Monday of the month but it will automatically move if Monday is a holiday or classes are suspended. In case of fortuitous events, the end-user shall closely coordinate with the supplier for the change of delivery schedule.	
f	The bidder must ensure the availability of delivery vehicle for the delivery of goods to the designated delivery site	
g	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites	
h	The bidder shall observe proper health protocols during delivery. Drivers and haulers or escorts should comply with necessary travel clearances and must be fully vaccinated	
i	The procuring entity reserves the right to cancel or reduce the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events	
j	Payment Term: Payment shall be processed every after complete delivery	

***Note: Contact person is the Municipal Social Welfare Development Officer (MSWDO) or Supplementary Feeding Program (SFP) Regional Staff***

# PRICE PROPOSAL FORM

Project No: NPCP-2022-DSWD-CAR-20

Date: \_\_\_\_\_

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Chicken meat chopped (mixture of wings, leg, thigh, brisket ) at least 1kg / pack	300	Pack		
2	Egg, medium size, at least 56 grams/piece	3530	Piece		
3	Ground Pork at least 80% lean meat , 500 grams/ pack	240	pack		
4	Vegetable Oil, at least 485 ml / container	300	container		
5	Flour, All Purpose, at least 500grams / pack	300	Pack		
6	Brown sugar at least 500 grams / pack	200	Pack		
7	Baking powder, at least 50 grams/pack	200	Pack		
8	White Beans at least 500 grams / pack	100	Pack		
9	Dried Mongo whole , at least 500 grams / pack	150	Pack		
10	Glutinous Flour, at least 500 grams/ pack	200	Pack		
11	Local Malagkit Rice , at least 500 grams/ pack	250	Pack		
12	Evaporated Filled Milk, at least 140 ml per can	201	Pack		
13	Cheddar Cheese at least 45 grams/ pack	250	Pack		
14	Coconut Milk Powder, at least 50 grams per pack	200	Pack		
15	Macaroni Pasta, shells, at least 500 grams / pack	250	Pack		
16	Bundle Spaghetti pasta (at least 900grams pack) and Spaghetti Sauce (at least 850 grams/ pack)	250	set		
17	Bihon Noodles at least 454 grams/ pack	250	Pack		



Item	Description	QTY	UOM	Unit Cost	Total Cost
18	Curry powder 50 grams/ pack	180	Pack		
19	Iodized Salt, at least 500 grams / pack with sangkap pinoy seal	180	Pack		
20	Soysauce at least 100 ml / pack	200	Pack		
21	Choco Powder filled milk at least 29 grams/ pack	1000	pack		
	<b>TOTAL</b>				

Total Quotation in Words:

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Name of Bidder: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix "1"**

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]*



**Appendix “2”**

**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**

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

NAME OF COMMUNITY OR SOCIAL GROUP REPRESENTATIVE  
Signatory’s legal capacity