



**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Grocery Items for
SFP 12th Cycle in Tabuk City, Kalinga (2nd posting)
NPCP-2022-DSWD-CAR-22**

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 Grocery Items for SFP 12th Cycle in Tabuk City, Kalinga (2nd 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 **One Million Nine Hundred Fifty-Four Thousand Five Hundred Pesos (Php1,954,500.00)**.

1. The schedule of procurement activities are as follows:

<i>Activities</i>	<i>Date and Time</i>
Availability of the Request for Proposals	01 July 2022 to 11 July 2022
Deadline for Submission of Bids	11 July 2022 at 12:00 PM
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/hjm-yoso-hjd	11 July 2022 at 01:30 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

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.

Lot No.	Description	Quantity	Delivered, Weeks/Months	Place of Delivery
1	Vegetable Oil, at least 485 ml / pack	1800 packs	First Delivery: 1 st Week of July 2022 Second Delivery: 1 st Week of October 2022	City Social Welfare and Development (CSWDO)
2	Flour, All Purpose, 1 kg per pack	2400 packs		
3	Baking powder, at least 50 grams/pack	1200 packs		
4	Brown Sugar ,500 grams / pack	3000 packs		
5	White Sugar, 500 grams/ pack	3000 packs		
6	Sotanghon Noodles, at least 200 grams / pack	1500 packs		
7	Pancit Canton, at least 454 grams / pack	1500 packs		
8	Pancit Bihon, at least 454grams/ pack	1500 packs		
9	Macaroni Pasta, elbow, at least 400 grams / pack	1500 packs		
10	Bundle Spaghetti pasta(at least 900grams/pack) and Spaghetti Sauce (at least 850 grams/ pack)	1500 sets		
11	Tuna Chunks in oil at least 180 grams/ can	2500 cans		
12	Evaporated Filled Milk, at least 370 ml per can	3000 cans		
13	Condensed Milk, at least 384grams / can	1500 cans		
14	Banana Ketchup, sweet, with vitamin A, at least 320 grams/ bottle	500 bottles		
15	Glutinous flour, at least 500 grams/ pack	3000 packs		
16	Iodized Salt, at least 250 grams / pack with Sangkap Pinoy Seal	240 packs		

17	Paminta, ground, at least 12 pcs per tie (1 gram per pc)	300 tie	First Delivery: 1 st Week of July 2022 Second Delivery: 1 st Week of October 2022	City Social Welfare and Development (CSWDO)
18	Coconut Milk Powder, at least 50 grams per pack	3500 packs		
19	All purpose dressing at least 80 grams / pack	1500 packs		
20	Margarine, classic ,at least 100g per cup	500 cup		
21	Cornstarch, 1 kg / pack	1500 packs		
22	Tapioca pearl at least 250 grams / pack	600 packs		
23	Soy sauce, at least 340ml /plastic bottle	500 bottle		
24	Vinegar, at least 340 ml / plastic bottle	360 bottle		
25	Cheddar Cheese at least 165grams / pack	600 packs		
26	Dried sesame seeds at least 250 grams / pack	600 packs		

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>
	Can Comply the following Grocery Items			<i>Please indicate “Comply” or “Not Comply”</i>
1	1800	pack	Vegetable Oil, at least 485 ml / pack	
2	2400	pack	Flour, All Purpose, 1 kg per pack	
3	1200	pack	Baking powder, at least 50 grams/pack	
4	3000	pack	Brown Sugar ,500 grams / pack	
5	3000	pack	White Sugar, 500 grams/ pack	
6	1500	pack	Sotanghon Noodles, at least 200 grams / pack	
7	1500	pack	Pancit Canton, at least 454 grams / pack	
8	1500	pack	Pancit Bihon, at least 454grams/ pack	

9	1500	pack	Macaroni Pasta, elbow, at least 400 grams / pack	
10	1500	pack	Bundle Spaghetti pasta(at least 900grams/pack) and Spaghetti Sauce (at least 850 grams/ pack)	
11	2500	can	Tuna Chunks in oil at least 180 grams/ can	
12	3000	can	Evaporated Filled Milk, at least 370 ml per can	
13	1500	can	Condensed Milk, at least 384grams / can	
14	500	bottle	Banana Ketchup, sweet, with vitamin A, at least 320 grams/ bottle	
15	3000	pack	Glutinous flour, at least 500 grams/ pack	
16	240	pack	Iodized Salt, at least 250 grams / pack with sangkap pinoy seal	
17	300	tie	Paminta, ground, at least 12 pcs per tie (1 gram per pc)	
18	3500	pack	Coconut Milk Powder, at least 50 grams per pack	
19	1500	pack	All purpose dressing at least 80 grams / pack	
20	500	cup	Margarine, classic ,at least 100g per cup	
21	1500	pack	Cornstarch, 1 kg / pack	
22	600	pack	Tapioca pearl at least 250 grams / pack	
23	500	bottle	Soy sauce, at least 340ml /plastic bottle	
24	360	bottle	Vinegar, at least 340 ml / plastic bottle	
25	600	pack	Cheddar Cheese at least 165grams / pack	
26	600	pack	Dried sesame seeds at least 250 grams / pack	
	Terms and Conditions:			Statement of Compliance
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 except for items 2,4,5 and 26 . Packaging must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least one (1) 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.	
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. Date of delivery will depend on the release of ECCD Council on the start of classes. 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 City Social Welfare Development Officer (CSWDO) or Supplementary Feeding Program (SFP) Regional Staff

Annex “C”

PRICE PROPOSAL FORM

Project No: NPCP-2022-DSWD-CAR-22

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Vegetable Oil, at least 485 ml / pack	1800	pack		
2	Flour, All Purpose, 1 kg per pack	2400	pack		
3	Baking powder, at least 50 grams/pack	1200	pack		
4	Brown Sugar, 500 grams / pack	3000	pack		
5	White Sugar, 500 grams/ pack	3000	pack		
6	Sotanghon Noodles, at least 200 grams / pack	1500	pack		
7	Pancit Canton, at least 454 grams / pack	1500	pack		
8	Pancit Bihon, at least 454grams/ pack	1500	pack		
9	Macaroni Pasta, elbow, at least 400 grams / pack	1500	pack		
10	Bundle Spaghetti pasta (at least 900grams/pack) and Spaghetti Sauce (at least 850 grams/ pack)	1500	set		
11	Tuna Chunks in oil at least 180 grams/ can	2500	can		
12	Evaporated Filled Milk, at least 370 ml per can	3000	can		
13	Condensed Milk, at least 384grams / can	1500	can		
14	Banana Ketchup, sweet, with vitamin A, at least 320 grams/ bottle	500	bottle		
15	Glutinous flour, at least 500 grams/ pack	3000	pack		
16	Iodized Salt, at least 250 grams / pack with sangkap pinoy seal	240	pack		
17	Paminta, ground, at least 12 pcs per tie (1 gram per pc)	300	tie		
18	Coconut Milk Powder, at least 50 grams per pack	3500	pack		

19	All purpose dressing at least 80 grams / pack	1500	pack		
20	Margarine, classic ,at least 100g per cup	500	cup		
21	Cornstarch, 1 kg / pack	1500	pack		
22	Tapioca pearl at least 250 grams / pack	600	pack		
23	Soy sauce, at least 340ml /plastic bottle	500	bottle		
24	Vinegar, at least 340 ml / plastic bottle	360	bottle		
25	Cheddar Cheese at least 165grams / pack	600	pack		
26	Dried sesame seeds at least 250 grams / pack	600	pack		
	TOTAL				

Total Quotation in Words:

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**

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

NAME OF COMMUNITY OR SOCIAL GROUP REPRESENTATIVE

Signatory’s legal capacity