



**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

Purchase and Delivery of Food Supplies for the 12th Cycle Supplementary Feeding Program in Banaue, Ifugao

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 Food Supplies for the 12th Cycle Supplementary Feeding Program in Banaue, Ifugao (NPCP-2022-DSWD-CAR-24)**, 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 One Hundred Eighty Two Thousand Eight Hundred Pesos (Php 1,182,800.00)**.

1. The schedule of procurement activities are as follows:

<i>Activities</i>	<i>Date and Time</i>
Availability of the Request for Proposals	08 September 2022 to 12 September 2022
Deadline for Submission of Bids	12 September 2022 at 5:00 pm
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/vwi-zcfu-ipq	13 September 2022 at 10:00 am

Legal Requirements:

- a) 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 NGAs 24 or LGUs25, and
- b) A sworn affidavit (Appendix “1”) executed by the head or its authorized representative that affirms that:
 - i. 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. 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 Requirement:

- c) 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.

Financial Requirement:

- d) 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.

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

- e) 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
- f) 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.
- g) Schedule of Requirements (**Annex A**)
- h) Technical Specifications (**Annex B**)

Financial Proposal/Bid

- i) Price Proposal Form (**Annex C**)

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

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ENGR. ENRIQUE H. GASCON JR.
Chairperson, Bids and Awards Committee



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	Rice, Premium Grade, Well-Milled, 25 kgs per sack	160 sacks	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
2	Fortified Fresh Milk, Sterilized, 1 Liter, Pack of 2	672 boxes	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
3	Evaporated Milk, 370 ml	750 cans	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
4	Spaghetti Bundle, Spaghetti Pasta 1kg per pack and Spaghetti Sauce 900ml per pack	768 packs	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
5	Cheese, Cheddar, Plain, 165g	388 packs	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
6	Coconut Milk Powder, 50 grams	388 packs	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
7	Margarine, Plain, 100g	1115 cups	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)



8	Vegetable Oil 500 ml	384 packs	1 st week of October 2022 1 st Week of December 2022	Municipal Social Welfare and Development Office (MSWDO)
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Delivery Schedule:

Item	October 2022	December 2022	Total
Rice Premium Grade, Well-Milled, 25 kgs per sack	80 sacks	80 sacks	160 sacks
Fortified Fresh Milk, Sterilized, 1 Liter, Pack of 2	336 boxes	336 boxes	672 boxes
Evaporated Milk, 370 ml	375 cans	375 cans	750 cans
Spaghetti Bundle, Spaghetti Pasta 1kg per pack Spaghetti Sauce 900ml per pack	384 packs	384 packs	768 packs
Cheese, Cheddar, Plain, 165g	194 packs	194 packs	388 packs
Coconut Milk Powder, 50 grams	194 packs	194 packs	388 packs
Margarine, Plain, 100g	588 cups	588 cups	1115 cups
Vegetable Oil 500 ml	192 packs	192 packs	384 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>
				Indicate “Comply” or “Not Comply”
1	160	Sack	Rice, Premium Grade, Well-Milled, 25 kgs per sack	
2	672	Box	Fortified Fresh Milk, Sterilized, 1 Liter, Pack of 2	
3	750	Can	Evaporated Milk, 370 ml	
4	768	Pack	Spaghetti Bundle, Spaghetti Pasta 1kg per pack, Spaghetti Sauce 900ml per pack	



5	388	Pack	Cheese, Cheddar, Plain, 165g	
6	388	Pack	Coconut Milk Powder, 50 grams	
7	1115	Cup	Margarine, Plain, 100g	
8	384	Pack	Vegetable Oil, 500 ml	
	Terms and Conditions:			Statement of Compliance
a	The bidder can comply with the Schedule of Requirements			
b	The supplier should guarantee quality of delivered goods, otherwise items deemed reject should be replaced within the day or a buffer should be ensured every delivery.			
c	Item must be well sealed in its original packaging and must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date must be at least six (6) months from the date of delivery.			
d	Variety of rice presented during post-qualification should be the same upon delivery. Any changes should be coordinated with the end-user for approval.			
e	Goods are expected to be sanitary, locally produced and fit for children consumption.			
f	Willing to deliver the items based on the delivery schedule, terms and conditions. In case of fortuitous events, the end-user shall closely coordinate with the supplier for the change of delivery schedule			
g	Delivery will depend on the release of ECCD Council on the start of classes for Child Development Centers. Any re-scheduling of delivery date will be agreed upon by the C/MSWDO, supplier and SFP staff during calamities, holidays, pandemic and other circumstantial situations.			
h	The bidder must ensure the availability of delivery vehicle for the delivery of goods to the designated delivery site			
i	The supplier is responsible in the loading and unloading of goods to the designated delivery sites. The supplier should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed.			
j	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	
k	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	
l	Payment Term: Payment shall be processed every after complete delivery	

Note: Contact person is Ms. Judy Ann Ducyao/ SFP Local with contact number 0960 914 1778

PRICE PROPOSAL FORM

Project No: NPCP-2022-DSWD-CAR-11

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Rice, Premium grade, Well-milled, 25 kgs	160	Sack		
2	Fortified Fresh Milk, Sterilized, 1 Liter, Pack of 12	672	Box		
3	Evaporated Milk, 370 ml	750	Can		
4	Spaghetti Bundle, Spaghetti Pasta- 1kg per pack, Spaghetti Sauce- 900 ml	768	Pack		
5	Cheese, Cheddar, Plain, 165g	388	Pack		
6	Coconut Milk Powder, 50g	388	Pack		
7	Margarine, Plain, 100g	1115	Cup		
8	Vegetable Oil, 500ml	384	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