

INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION

**PURCHASE OF FOOD SUPPLIES FOR THE 13TH CYCLE
SUPPLEMENTARY FEEDING PROGRAM IN DAGUIOMAN, ABRA**

NPCP-2023-DSWD-CAR-01

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 OF FOOD SUPPLIES FOR THE 13TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN DAGUIOMAN, ABRA**, 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 **TWO HUNDRED FIFTY-TWO THOUSAND PESOS (PHP 252,000.00)**.

1. The schedule of procurement activities are as follows:

<i>Activities</i>	<i>Date and Time</i>
Availability of the Request for Proposals	08 May 2023 – 16 May 2023
Deadline for Submission of Bids	16 May 2023 at 12:00 PM
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/vzy-dapw-xxk	16 May 2023 at 02:30 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 : Smart: 0969-572-9176


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


MWA/eta

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.

Item No.	Description	Quantity	Unit	Place of Delivery
1	CHICKEN, mixture of thigh and legs, 1 kg per pack	220	pack	MSWD Office, Municipal Hall of Daguioman, Abra
2	PORK CHOP, at least 80% lean meat , 1 kg per pack	220	pack	
3	BANGUS, large size, 1 kg per pack	100	pack	
4	EGG, medium size, at least 53 grams per piece	2400	pc	
5	MONGGO, dried half crack , 1 kg per pack	72	pack	
6	WOMBOK, medium size 1 kg per pack	74	pack	
7	CABBAGE, medium size , 1 kg per pack	84	pack	
8	POTATO, medium size , 1 kg per pack	84	pack	
9	PINEAPPLE TIDBITS, at least 200 grams per pouch	72	pouch	
10	ONION , small size , at least 70 per piece , 1 kg per pack	60	pack	
11	GARLIC, 1 kg per pack	60	pack	
12	EVAPORATED MILK, at least 375 ml per can	84	can	
13	GINGER, 1 kg per pack	60	pack	
14	MALAGKIT RICE, 1 kg per pack	80	pack	
15	SOY SAUCE, at least 350 ml per bottle	30	bottle	
16	VEGETABLE OIL, at least 330 ml per bottle/pouch	120	bottle/ pouch	
17	CANE VINEGAR, 4.5 % natural acidity (350ml)	36	bottle	
18	IODIZED SALT, with Sangkap Pinoy Seal , at least 250 grams per pack	40	pack	
19	MACARONI PASTA, at least 500 grams per pack	120	pack	

Note: Please see 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
				<i>Please indicate “Comply” or “Not Comply”</i>
1	220	pack	CHICKEN, mixture of thigh and legs, 1 kg per pack	
2	220	pack	PORK CHOP, at least 80% lean meat , 1 kg per pack	
3	100	pack	BANGUS, large size, 1 kg per pack	
4	2400	pc	EGG, medium size, at least 53 grams per piece	
5	72	pack	MONGGO, dried half crack , 1 kg per pack	
6	74	pack	WOMBOK, medium size 1 kg per pack	
7	84	pack	CABBAGE, medium size , 1 kg per pack	
8	84	pack	POTATO, medium size , 1 kg per pack	
9	72	pouch	PINEAPPLE TIDBITS, at least 200 grams per pouch	
10	60	pack	ONION , small size , at least 70 grams per piece , 1 kg per pack	
11	60	pack	GARLIC, 1 kg per pack	
12	84	can	EVAPORATED MILK, at least 375 ml per can	
13	60	pack	GINGER, 1 kg per pack	
14	80	pack	MALAGKIT RICE, 1 kg per pack	
15	30	bottle	SOY SAUCE, at least 350 ml per bottle	
16	120	bottle/ pouch	VEGETABLE OIL, at least 330 ml per bottle/pouch	
17	36	bottle	CANE VINEGAR, 4.5 % natural acidity (350ml)	
18	40	pack	IODIZED SALT, with Sangkap Pinoy Seal , at least 250 grams per pack	
19	120	pack	MACARONI PASTA, at least 500 grams per pack	

	TERMS AND CONDITIONS:	STATEMENT OF COMPLIANCE
		<i>Please indicate "Comply" or "Not Comply"</i>
A	The bidder can comply with the Schedule of Requirements	
B	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. Date of delivery will be automatically moved on the following day/week if Monday falls on Holiday and other Class suspensions. In case of fortuitous events, the end-user shall closely coordinate with the supplier for the change of delivery schedule.	
C	<p>Grocery items must be well-sealed and in its original packaging. <u>Except for the following:</u></p> <ul style="list-style-type: none"> a. Chicken b. Pork Chop c. Bangus d. Egg e. Monggo f. Wombok g. Cabbage h. Potato i. Onion j. Garlic k. Ginger l. Malagkit Rice <p>Items must bear the manufacturing date, name of manufacturer and date of expiry. The items should not expire within six (6) months from the date of delivery</p>	
D	The bidder must guarantee good quality of delivered goods, otherwise, items deemed reject upon inspection should be replaced within the day or a buffer should be ensured every delivery.	
E	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites	
F	The Bidder should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed	
G	The bidder should pack the goods per allocation per Child Development Center and will be provided by the contact person	
I	Goods are expected to be sanitary, locally produced and fit for children consumption.	

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	Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period .	
L	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	
M	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-2023-DSWD-CAR-01

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	CHICKEN, mixture of thigh and legs, 1 kg per pack	220	pack		
2	PORK CHOP, at least 80% lean meat , 1 kg per pack	220	pack		
3	BANGUS, large size, 1 kg per pack	100	pack		
4	EGG, medium size, at least 53 grams per piece	2400	pc		
5	MONGGO, dried half crack , 1 kg per pack	72	pack		
6	WOMBOK, medium size 1 kg per pack	74	pack		
7	CABBAGE, medium size , 1 kg per pack	84	pack		
8	POTATO, medium size , 1 kg per pack	84	pack		
9	PINEAPPLE TIDBITS, at least 200 grams per pouch	72	pouch		
10	ONION , small size , at least 70 grams per piece , 1 kg per pack	60	pack		
11	GARLIC, 1 kg per pack	60	pack		
12	EVAPORATED MILK, at least 375 ml per can	84	can		
13	GINGER, 1 kg per pack	60	pack		
14	MALAGKIT RICE, 1 kg per pack	80	pack		
15	SOY SAUCE, at least 350 ml per bottle	30	bottle		
16	VEGETABLE OIL, at least 330 ml per bottle/pouch	120	bottle/pouch		
17	CANE VINEGAR, 4.5 % natural acidity (350ml)	36	bottle		
18	IODIZED SALT, with Sangkap Pinoy Seal , at least 250 grams per pack	40	pack		
19	MACARONI PASTA, at least 500 grams per pack	120	pack		
	TOTAL COST				

Total Quotation in Words:

Name of Company/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 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 Company/Bidder: _____

Submitted by: _____
(Printed Name over Signature)

Designation: _____

Date: _____

DELIVERY SCHEDULE FOR FOOD SUPPLIES OF DAGUJOMAN, ABRA



Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
1	pack	Chicken, mixture of thigh and legs, 1 kg per pack	220	37	37	37	37	36	36
2	pack	Pork chop, atleast 80% lean meat, 1 kg per pack	220	37	37	37	37	36	36
3	pack	Bangus, large size, 1 kg per pack	100	17	17	17	17	16	16
4	pc	Eggs, medium size, atleast 53- grams per piece	2400	400	400	400	400	400	400
5	pack	Monggo, dried, half crack, 1 kg per pack	72	12	12	12	12	12	12
6	pack	Wombok, medium size, 1 kg per pack	74	13	13	12	12	12	12
7	pack	Cabbage, medium size, 1 kg per pack	84	14	14	14	14	14	14
8	pack	Potato, medium size, 1 kg per pack	84	14	14	14	14	14	14
9	pouch	Pineapple tidbits, atleast 200 grams per pouch	72	36			36		
10	pack	Onion, small size, atleast 70 grams per piece, 1 kg per pack	60	10	10	10	10	10	10
11	pack	Garlic, 1 kg per pack	60	10	10	10	10	10	10
12	can	Evaporated milk, atleast 375 ml per can	84	42			42		
13	pack	Ginger, 1 kg per pack	60	10	10	10	10	10	10

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
14	pack	Malagkit Rice, 1 kg per pack	80	14	14	13	13	13	13
15	bottle	Silver Swan soy sauce, atleast 350 ml per bottle	30	15			15		
16	bottle/pouch	Vegetable oil, atleast 330 ml per bottle	120	60			60		
17	Bottle	Cane Vinegar, 4.5% natural acidity (350ml)	36	18			18		
18	pack	Iodized salt, with sangkap pinoy seal, atleast 250 grams per pack	40	20			20		
19	pack	Macaroni pasta, atleast 500 grams per pack	120	60			60		
		* NOTHING FOLLOWS*							

Prepared by:

Reviewed by:

Signature :

Printed Name : **LENI MARIE Q. EROY**
 Designation : **PDO**


MARY ANN G. BUCLAO
 OIC-PSD CHIEF