

INVITATION FOR NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION

PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR THE 13TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN MUNICIPALITY OF PUDTOL, APAYAO NPCP-2023-DSWD-CAR-11

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 13TH CYCLE SUPPLEMENTARY FEEDING PROGRAM IN MUNICIPALITY OF PUDTOL, APAYAO 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 NINETEEN THOUSAND FOUR HUNDRED PESOS (PHP 1, 119,400.00).

1. The schedule of procurement activities are as follows:

Activities	Date and Time		
Availability of the Request for Proposals	06 JUNE 2023- 12:00PM 13 JUNE 2023		
Deadline for Submission of Bids	12:00 PM 13 JUNE 2023		
Opening and Evaluation of Bids	02:30 PM 13 JUNE 2023		

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.

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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.
- 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 Number/s : Smart: 0969-572-9176

JE H. GASCON JR. 🎊 Bids and Awards Committee 91

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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 Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack	600	pack	
2	Pork meat chopped at least 1 kg/ pack	600	pack	
3	Bangus, medium size, at least 1 kg / pack	550	pack	
4	Eggs, medium size, at least 56 grams per piece, 30 pieces/ tray	350	tray	
5	Garlic , medium size, 1 kg / pack	100	pack	
6	Onions, white, small size, 1 kg / pack	100	pack	
7	Cabbage, medium size, at least 1 kg / per pack	300	pack	
8	Carrots medium size, 1 kg / pack	300	pack	
9	Long beans, at least , 1kg /pack	300	pack	
10	Eggplant, medium size , 1kg/ pack	300	pack	
11	Banana, variety:saba, half ripe, medium size / piece	3000	piece	
12	Camote, medium size, 1 kg / pack	400	pack	
13	Pancit Bihon, quick cook, at least 454 grams per pack	600	pack	
14	Flour, all purpose, 1 kg. per pack	400	pack	Drop off point identified
15	Baking powder, double acting, at least 50 grams per sachet / pack	350	pack	by the MSWDO
16	Brown sugar, light brown, 500 grams / pack	500	pack	
17	Macaroni Pasta, elbow, at least 400 grams / pack	500	pack	
18	Evaporated Filled Milk, at least 370 ml per can	400	can	
19	Glutinous flour, at least 500 grams/ pack	400	pack	
20	Iodized salt, with "Sangkap Pinoy Seal", at least 250grams per pack	300	pack	
21	Coconut Milk Powder, at least 50 grams per pack	200	pack	
22	Vegetable Oil, at least 485 ml / pack	400	pack	
23	Monggo dried, half cracked, 500 grams per pack	300	pack	
24	Malagkit rice at least 500 per pack	400	pack	
25	Vermicilli/ Sotanghon Noodles, 250 grams per pack	350	pack	
26	Lumpia Wrapper, 100pcs / pack	300	pack	
27	Glutinous Flour at least ,500 grams per pack	500	pack	

Item No.	Description	Quantity	Unit	Place of Delivery
28	Tapioca dried pearl/ Sago, 250 grams per pack	237	pack	
29	Margarine, classic ,at least 100g per cup	300	cup	
30	Cocoa Powder at least 250 grams per pack	200	pack	Drop off point identified
31	Banana Ketchup, sweet, with vitamin A, at least 1 liter / pack	250	bottle	by the MSWDO
32	Soy sauce, at least 1 liter / bottle	250	bottle	
33	Patis, at least 350 ml per bottle	200	bottle	

DELIVERY SCHEDULE

Municipality of Pudtol, Apayao

T				QUANTITY TO BE DELIVERED PER MONTH			ED PER
Item No.	Unit	Item Description	Quantity	MONTH 1	MONTH 2	MONTH 3	MONTH 4
1	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack	600	150	150	150	150
2	pack	Pork meat chopped at least 1 kg/ pack	600	150	150	150	150
3	pack	Bangus, medium size, at least 1 kg / pack	550	137	137	137	139
4	tray	Eggs, medium size, at least 56 grams per piece, 30 pieces/ tray	350	87	87	87	89
5	pack	Garlic , medium size, 1 kg / pack	100	25	25	25	25
6	pack	Onions, white, small size , 1 kg / pack	100	25	25	25	25
7	pack	Cabbage, medium size, at least 1 kg / per pack	300	75	75	75	75
8	pack	Carrots medium size, 1 kg / pack	300	75	75	75	75
9	pack	Long beans, at least , 1kg /pack	300	75	75	75	75
10	pack	Eggplant, medium size , 1kg/ pack	300	75	75	75	75

				QUANTITY TO BE DELIVERED PER MONTH			
Item No.	Unit	Item Description	Quantity	MONTH 1	MONTH 2	MONTH 3	MONTH 4
11	piece	Banana, variety:saba, half ripe, medium size / piece	3000	750	750	750	750
12	pack Camote, medium size, 400 100 100 100		100	100			
13	pack	Pancit Bihon, quick cook, at least 454 grams per pack	600	300		300	
14	pack	Flour, all purpose, 1 kg. per pack	400	200		200	
15	pack	Baking powder, double acting, at least 50 grams per sachet / pack	350	175		175	
16	pack	Brown sugar, light brown, 500 grams / pack	500	250		250	
17	pack	Macaroni Pasta, elbow, at least 400 grams / pack	500	250		250	
18	can	Evaporated Filled Milk, at least 370 ml per can	400	200		200	
19	pack	Glutinous flour, at least 500 grams/ pack	400	200		200	
20	pack	Iodized salt, with "Sangkap Pinoy Seal", at least 250grams per pack	300	150		150	
21	pack	Coconut Milk Powder, at least 50 grams per pack	200	100		100	
22	pack	Vegetable Oil, at least 485 ml / pack	400	200		200	
23	pack	Monggo dried, half cracked, 500 grams per pack	300	150		150	
24	pack	Malagkit rice at least 500 per pack	400	200		200	
25	pack	Vermicilli/ Sotanghon Noodles, 250 grams per pack	350	175		175	
26	pack	Lumpia Wrapper, 100pcs / pack	300	150		150	

Iterre				QUANT	ITY TO BE MOI		ED PER
Item No.	Unit	Item Description	Quantity	MONTH 1	MONTH 2	MONTH 3	MONTH 4
27	pack	Glutinous Flour at least ,500 grams per pack	500	250		250	
28	pack	Tapioca dried pearl/ Sago, 250 grams per pack	237	118		119	
29	cup	Margarine, classic ,at least 100g per cup	300	150		150	
30	pack	Cocoa Powder at least 250 grams per pack	200	100		100	
31	bottle	Banana Ketchup, sweet, with vitamin A, at least 1 liter / pack	250	125		125	
32	bottle	Soy sauce, at least 1 liter / bottle	250	125		125	
33	bottle	Patis, at least 350 ml per bottle	200	100		100	

Name of Company / Bidder

Signature over Printed Name of Representative

Date

Annex "B"

	Technical Specifications				
tem	Qty	Unit	Specification	Statement of Compliance	
	I			Please indicate "Comply" or "Not Comply"	
1	600	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack		
2	600	pack	Pork meat chopped at least 1 kg/ pack		
3	550	pack	Bangus, medium size, at least 1 kg / pack		
4	350	tray	Eggs, medium size, at least 56 grams per piece, 30 pieces/ tray		
5	100	pack	Garlic , medium size, 1 kg / pack		
6	100	pack	Onions, white, small size , 1 kg / pack		
7	300	pack	Cabbage, medium size, at least 1 kg / per pack		
8	300	pack	Carrots medium size, 1 kg / pack		
9	300	pack	Long beans, at least , 1kg /pack		
10	300	pack	Eggplant, medium size , 1kg/ pack		
11	3000	piece	Banana, variety:saba, half ripe, medium size / piece		
12	400	pack	Camote, medium size, 1 kg / pack		
13	600	pack	Pancit Bihon, quick cook, at least 454 grams per pack		
14	400	pack	Flour, all purpose, 1 kg. per pack		
15	350	pack	Baking powder, double acting, at least 50 grams per sachet / pack		
16	500	pack	Brown sugar, light brown, 500 grams / pack		
17	500	pack	Macaroni Pasta, elbow, at least 400 grams / pack		
18	400	can	Evaporated Filled Milk, at least 370 ml per can		

19	400	pack	Glutinous flour, at least 500 grams/ pack	
20	300	pack	Iodized salt, with "Sangkap Pinoy Seal", at least 250grams per pack	
21	200 pack Coconut Milk Powder, at least 50 grams per pack		Coconut Milk Powder, at least 50 grams per pack	
22	400	pack	Vegetable Oil, at least 485 ml / pack	
23	300	pack	Monggo dried, half cracked, 500 grams per pack	
24	400	pack	Malagkit rice at least 500 per pack	
25	350	pack	Vermicilli/ Sotanghon Noodles, 250 grams per pack	
26	300	pack	Lumpia Wrapper, 100pcs / pack	
27	500	pack	Glutinous Flour at least ,500 grams per pack	
28	237	pack	Tapioca dried pearl/ Sago, 250 grams per pack	
29	300	cup	Margarine, classic ,at least 100g per cup	
30	200	pack	Cocoa Powder at least 250 grams per pack	
31	250	bottle	Banana Ketchup, sweet, with vitamin A, at least 1 liter / pack	
32	250	bottle	Soy sauce, at least 1 liter / bottle	
33	200	bottle	Patis, at least 350 ml per bottle	
			TERMS AND CONDITIONS:	STATEMENT OF COMPLIANCE
				Please indicate "Comply" or "Not Comply"
A	The bid	der can	comply with the Schedule of Requirements	
B	condition Council moved other C	ons. Da l on the on the lass su	ver the items based on the delivery schedule, terms and te of delivery will depend on the release of ECCD start of classes. Date of delivery will be automatically following day/week if Monday falls on Holiday and spensions. In case of fortuitous events, the end-user	
С	schedul Items m Must be	e. nust be v ear the r The iter	vell-sealed and in its original packaging as applicable. nanufacturing date, name of manufacturer and date of ns should not expire within six (6) months from the date	

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.	
К	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	
Μ	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

Annex "C"

PRICE PROPOSAL FORM

Project No: NPCP-2023-DSWD-CAR-11

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack	600	pack		
2	Pork meat chopped at least 1 kg/ pack	600	pack		
3	Bangus, medium size, at least 1 kg / pack	550	pack		
4	Eggs, medium size, at least 56 grams per piece, 30 pieces/ tray	350	tray		
5	Garlic, medium size, 1 kg / pack	100	pack		
6	Onions, white, small size, 1 kg / pack	100	pack		
7	Cabbage, medium size, at least 1 kg / per pack	300	pack		
8	Carrots medium size, 1 kg / pack	300	pack		
9	Long beans, at least, 1kg /pack	300	pack		
10	Eggplant, medium size , 1kg/ pack	300	pack		
11	Banana, variety:saba, half ripe, medium size / piece	3000	piece		
12	Camote, medium size, 1 kg / pack	400	pack		
13	Pancit Bihon, quick cook, at least 454 grams per pack	600	pack		
14	Flour, all purpose, 1 kg. per pack	400	pack		
15	Baking powder, double acting, at least 50 grams per sachet / pack	350	pack		
16	Brown sugar, light brown, 500 grams / pack	500	pack		
17	Macaroni Pasta, elbow, at least 400 grams / pack	500	pack		
18	Evaporated Filled Milk, at least 370 ml per can	400	can		
19	Glutinous flour, at least 500 grams/ pack	400	pack		
20	Iodized salt, with "Sangkap Pinoy Seal", at least 250grams per pack	300	pack		
21	Coconut Milk Powder, at least 50 grams per pack	200	pack		
22	Vegetable Oil, at least 485 ml / pack	400	pack		
23	Monggo dried, half cracked, 500 grams per pack	300	pack		
24	Malagkit rice at least 500 per pack	400	pack		

Item	Description	QTY	UOM	Unit Cost	Total Cost
25	Vermicilli/ Sotanghon Noodles, 250 grams per pack	350	pack		
26	Lumpia Wrapper, 100pcs / pack	300	pack		
27	Glutinous Flour at least, 500 grams per pack	500	pack		
28	Tapioca dried pearl/ Sago, 250 grams per pack	237	pack		
29	Margarine, classic, at least 100g per cup	300	cup		
30	Cocoa Powder at least 250 grams per pack	200	pack		
31	Banana Ketchup, sweet, with vitamin A, at least 1 liter / pack	250	bottle		
32	Soy sauce, at least 1 liter / bottle	250	bottle		
33	Patis, at least 350 ml per bottle	200	bottle		
1	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack	600	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 (<u>Name of Procuring Entity</u>) 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 <u>Organized</u> 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 <u>Organized</u> 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 <u>Unorganized</u> 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

_____, Philippines.

[Insert NAME OF COMMUNITY OR SOCIAL GROUP REPRESENTATIVE] [Insert signatory's legal capacity] Affiant

at

[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. End-User acceptance, Official Receipts, sales invoice) Attached as Annex "_"

Name of Company/Bidder:

Submitted by: ______ (Printed Name over Signature)

Designation:_____

Date: _____