

INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION

PURCHASE AND DELIVERY OF FOOD SUPPLIES FOR THE 13TH
CYCLE SUPPLEMENTARY FEEDING PROGRAM IN
MUNICIPALITY OF HUNGDUAN, IFUGAO

NPCP-2023-DSWD-CAR-09

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 HUNGDUAN, IFUGAO** 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 **SEVEN HUNDRED FIFTY-SIX THOUSAND PESOS (PHP 756,000.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	07 June 2023 – 13 June 2023
Deadline for Submission of Bids	13 June 2023 at 12:00 PM
Opening and Evaluation of Bids	13 June 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


MIMAWA/etna

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	Macaroni Pasta, elbow, 1 kg per pack	180	pack	MSWD Office of Hungduan, Ifugao and identified dropping area by the LGU
2	Condensed Milk, at least 300ml per can	360	can	
3	Cream, All- Purpose, at least 250ml per pouch	360	pouch	
4	Mayonnaise, at least 220 ml per pack	360	pack	
5	Cheese, cheddar, at least 430 grams per pack	360	pack	
6	Raisin, dried, seedless, at least 200 grams per pack	360	pack	
7	Fruit cocktail, at least 420 grams per can	360	can	
8	Coconut Milk, at least 50 grams per pack	720	pack	
9	Pancit Bihon, at least 500 grams per pack	180	pack	
10	Soy Sauce, at least 350 ml per bottle	180	bottle	
11	Flour, all purpose, at least 500 grams per pack	720	pack	
12	Sugar, brown, at least 500 grams per pack	900	pack	
13	Baking Powder, at least 50 grams per pack	900	pack	
14	Margarine, fortified, at least 100 grams per cup	360	cup	
15	Glutinous Rice, at least 500 grams per pack	360	pack	
16	Vegetable Oil, at least 500 ml per pouch	360	pouch	
17	Spaghetti bundle (Spaghetti Pasta, 1 kg per pack and Spaghetti Sauce, 900 grams per pack)	360	bundle	
18	Tomato Sauce, at least 200 g per pouch	360	pouch	

19	Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams per pack	180	pack
20	Evaporated Milk, at least 370 ml per can	360	can
21	Corn Starch, at least 400 grams per pack	720	pack
22	Kernel Corn, whole, at least 410 grams per can	360	can
23	Lumpia Wrapper, Yellow, at least 20 pcs/ pack	248	pack
24	Banana, Saba variety, 1 kg/ pack	248	pack
25	Potato, medium- size, 1 kg/ pack	360	pack
26	Sweet Potato, medium- size, 1 kg/pack	540	pack
27	Squash, medium- size, 500 grams/ pack	540	pack
28	Baguio beans, at least 500 grams/ pack	540	pack
29	Carrot, medium- size, at least 500 grams/ pack	540	pack

DELIVERY SCHEDULE

Municipality of Hungduan, Ifugao

	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
				Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	pack	Macaroni Pasta, elbow, 1 kg per pack	180	90			90		
2	can	Condensed Milk, at least 300ml per can	360	180			180		
3	pouch	Cream, All-Purpose, at least 250ml per pouch	360	180			180		
4	pack	Mayonnaise, at least 220 ml per pack	360	180			180		
5	pack	Cheese, cheddar, at least 430 grams per pack	360	180			180		

6	pack	Raisin, dried, seedless, at least 200 grams per pack	360	180			180		
7	can	Fruit cocktail, at least 420 grams per can	360	180			180		
8	pack	Coconut Milk, at least 50 grams per pack	720	360			360		
9	pack	Pancit Bihon, at least 500 grams per pack	180	90			90		
10	bottle	Soy Sauce, at least 350 ml per bottle	180	90			90		
11	pack	Flour, all purpose, at least 500 grams per pack	720	360			360		
12	pack	Sugar, brown, at least 500 grams per pack	900	450			450		
13	pack	Baking Powder, at least 50 grams per pack	900	450			450		
14	cup	Margarine, fortified, at least 100 grams per cup	360	180			180		
15	pack	Glutinous Rice, at least 500 grams per pack	360	180			180		
16	pouch	Vegetable Oil, at least 500 ml per pouch	360	180			180		
17	bundle	Spaghetti bundle (Spaghetti Pasta, 1 kg per pack and Spaghetti Sauce, 900 grams per pack)	360	180			180		
18	pouch	Tomato Sauce, at least 200 g per pouch	360	180			180		

19	pack	Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams per pack	180	90			90		
20	can	Evaporated Milk, at least 370 ml per can	360	180			180		
21	pack	Corn Starch, at least 400 grams per pack	720	360			360		
22	can	Kernel Corn, whole, at least 410 grams per can	360	180			180		
23	pack	Lumpia Wrapper, Yellow, at least 20 pcs/ pack	248	41	41	41	41	42	42
24	pack	Banana, Saba variety, 1 kg/ pack	248	41	41	41	41	42	42
25	pack	Potato, medium- size, 1 kg/ pack	360	60	60	60	60	60	60
26	pack	Sweet Potato, medium- size, 1 kg/pack	540	90	90	90	90	90	90
27	pack	Squash, medium- size, 500 grams/ pack	540	90	90	90	90	90	90
28	pack	Baguio beans, at least 500 grams/ pack	540	90	90	90	90	90	90
29	pack	Carrot, medium- size, at least 500 grams/ pack	540	90	90	90	90	90	90

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	180	pack	Macaroni Pasta, elbow, 1 kg per pack	
2	360	can	Condensed Milk, at least 300ml per can	
3	360	pouch	Cream, All- Purpose, at least 250ml per pouch	
4	360	pack	Mayonnaise, at least 220 ml per pack	
5	360	pack	Cheese, cheddar, at least 430 grams per pack	
6	360	pack	Raisin, dried, seedless, at least 200 grams per pack	
7	360	can	Fruit cocktail, at least 420 grams per can	
8	720	pack	Coconut Milk, at least 50 grams per pack	
9	180	pack	Pancit Bihon, at least 500 grams per pack	
10	180	bottle	Soy Sauce, at least 350 ml per bottle	
11	720	pack	Flour, all purpose, at least 500 grams per pack	
12	900	pack	Sugar, brown, at least 500 grams per pack	
13	900	pack	Baking Powder, at least 50 grams per pack	
14	360	cup	Margarine, fortified, at least 100 grams per cup	
15	360	pack	Glutinous Rice, at least 500 grams per pack	
16	360	pouch	Vegetable Oil, at least 500 ml per pouch	
17	360	bundle	Spaghetti bundle (Spaghetti Pasta, 1 kg per pack and Spaghetti Sauce, 900 grams per pack)	
18	360	pouch	Tomato Sauce, at least 200 g per pouch	
19	180	pack	Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams per pack	
20	360	can	Evaporated Milk, at least 370 ml per can	

21	720	pack	Corn Starch, at least 400 grams per pack	
22	360	can	Kernel Corn, whole, at least 410 grams per can	
23	248	pack	Lumpia Wrapper, Yellow, at least 20 pcs/ pack	
24	248	pack	Banana, Saba variety, 1 kg/ pack	
25	360	pack	Potato, medium- size, 1 kg/ pack	
26	540	pack	Sweet Potato, medium- size, 1 kg/pack	
27	540	pack	Squash, medium- size, 500 grams/ pack	
28	540	pack	Baguio beans, at least 500 grams/ pack	
29	540	pack	Carrot, medium- size, at least 500 grams/ 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	Items must be well-sealed in its original packaging as applicable. 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			
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-09

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Macaroni Pasta, elbow, 1 kg per pack	180	pack		
2	Condensed Milk, at least 300ml per can	360	can		
3	Cream, All- Purpose, at least 250ml per pouch	360	pouch		
4	Mayonnaise, at least 220 ml per pack	360	pack		
5	Cheese, cheddar, at least 430 grams per pack	360	pack		
6	Raisin, dried, seedless, at least 200 grams per pack	360	pack		
7	Fruit cocktail, at least 420 grams per can	360	can		
8	Coconut Milk, at least 50 grams per pack	720	pack		
9	Pancit Bihon, at least 500 grams per pack	180	pack		
10	Soy Sauce, at least 350 ml per bottle	180	bottle		
11	Flour, all purpose, at least 500 grams per pack	720	pack		
12	Sugar, brown, at least 500 grams per pack	900	pack		
13	Baking Powder, at least 50 grams per pack	900	pack		
14	Margarine, fortified, at least 100 grams per cup	360	cup		
15	Glutinous Rice, at least 500 grams per pack	360	pack		
16	Vegetable Oil, at least 500 ml per pouch	360	pouch		
17	Spaghetti bundle (Spaghetti Pasta, 1 kg per pack and Spaghetti Sauce, 900 grams per pack)	360	bundle		
18	Tomato Sauce, at least 200 g per pouch	360	pouch		
19	Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams per pack	180	pack		
20	Evaporated Milk, at least 370 ml per can	360	can		

Item	Description	QTY	UOM	Unit Cost	Total Cost
21	Corn Starch, at least 400 grams per pack	720	pack		
22	Kernel Corn, whole, at least 410 grams per can	360	can		
23	Lumpia Wrapper, Yellow, at least 20 pcs/ pack	248	pack		
24	Banana, Saba variety, 1 kg/ pack	248	pack		
25	Potato, medium- size, 1 kg/ pack	360	pack		
26	Sweet Potato, medium- size, 1 kg/pack	540	pack		
27	Squash, medium- size, 500 grams/ pack	540	pack		
28	Baguio beans, at least 500 grams/ pack	540	pack		
29	Carrot, medium- size, at least 500 grams/ pack	540	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: _____