

**INVITATION FOR**  
**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**  
**Purchase and Delivery of Food Supplies for the 13th Cycle Supplementary Feeding Program Implementation in the Municipality of La Paz, Abra**  
**NPCP-2023-DSWD-CAR-13**

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 Implementation in the Municipality of La Paz, 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 **One Million Five Hundred Eighty Seven Thousand Six Hundred Pesos (PhP 1, 587, 600.00)**.

1. The schedule of procurement activities are as follows:

<i>Activities</i>	<i>Date and Time</i>
Availability of the Request for Proposals	26 June 2023 to 05:00 PM 07 July 2023
Deadline for Submission of Bids	05:00 PM 07 July 2023
Opening of Bids	10:00 AM 10 July 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.

## 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

**SGD.**

**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.

Item No.	Description	Quantity	Unit	Place of Delivery
1	Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 1 kg per pack	590	pack	
2	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1 kg per pack	750	pack	
3	Pork Meat, Ground, at least 80% lean meat, 1 kg per pack	550	pack	
4	Egg, medium, at least 56 g/pc	7560	piece	
5	Potatoes, medium-sized, at least 1kg per pack	600	pack	
6	Squash, medium size, at least 1 kg/pack	550	pack	
7	Cabbage, medium size, at least 1 kg/pack	550	pack	
8	Pancake mix with maple syrup, 200 g/pack	743	pack	
9	Flour, All Purpose, at least 1kg/ pack	500	pack	
10	Cornstarch, at least 400 g/pack	550	pack	
11	Miki noodles, dried, at least 1kg/pack	600	pack	
12	Pineapple chunks, in can, at least 227 g/can	651	can	
13	Bundle spaghetti pasta (at least 900g/pack) with sauce (at least 1kg/pack)	750	bundle	
14	Cheese, cheddar, at least 165g/box	350	box	
15	Corn kernel, whole, at least 425 g/can	601	can	
16	Sugar, white, 500 g/pack	500	pack	
17	Condensed milk, sweetened, at least 390 g/can	600	can	
18	Evaporated filled milk, at least 370 ml/can	600	can	
19	Soy Sauce, at least 350 ml/bottle	500	bottle	
20	Vegetable oil, at least 1 liter/bottle	600	bottle	
21	Vinegar, at least 350 ml/bottle	150	bottle	

22	Iodized Salt, 500 grams per pack, opaque container with “sangkap pinoy seal”	150	pack	
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DELIVERY SCHEDULE

**Municipality of La Paz, Abra**

Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
pack	Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 1 kg per pack	590	98	98	98	98	99	99
pack	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1 kg per pack	750	125	125	125	125	125	125
pack	Pork Meat, Ground, at least 80% lean meat, 1 kg per pack	550	91	91	92	92	92	92
piece	Egg, medium, at least 56 g/pc	7560	1260	1260	1260	1260	1260	1260
pack	Potatoes, medium-sized, at least 1kg per pack	600	100	100	100	100	100	100
pack	Squash, medium size, at least 1 kg/pack	550	91	91	92	92	92	92
pack	Cabbage, medium size, at least 1 kg/pack	550	91	91	92	92	92	92

Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH						
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	
pack	Pancake mix with maple syrup, 200 g/pack	743	247		248			248	
pack	Flour, All Purpose, at least 1kg/ pack	500	83	83	83	83	83	84	84
pack	Cornstarch, at least 400 g/pack	550	91	91	92	92	92	92	92
pack	Miki noodles, dried, at least 1kg/pack	600	100	100	100	100	100	100	100
can	Pineapple chunks, in can, at least 227 g/can	651	108	108	108	109	109	109	109
bundle	Bundle spaghetti pasta (at least 900g/pack) with sauce (at least 1kg/pack)	750	125	125	125	125	125	125	125
box	Cheese, cheddar, at least 165g/box	350	58	58	58	58	59	59	59
can	Corn kernel, whole, at least 425 g/can	601	100	100	100	100	100	100	101
pack	Sugar, white, 500 g/pack	500	83	83	83	83	83	84	84

Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
can	Condensed milk, sweetened, at least 390 g/can	600	100	100	100	100	100	100
can	Evaporated filled milk, at least 370 ml/can	600	100	100	100	100	100	100
bottle	Soy Sauce, at least 350 ml/bottle	500	83	83	83	83	84	84
bottle	Vegetable oil, at least 1 liter/bottle	600	100	100	100	100	100	100
bottle	Vinegar, at least 350 ml/bottle	150	50		50		50	
pack	Iodized Salt, 500 grams per pack, opaque container with "sangkap pinoy seal"	150	50		50		50	

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				Please state whether “Comply” or “Not Comply”
<b>Purchase and Delivery of Food Supplies for the 13th Cycle Supplementary Feeding Program Implementation in the Municipality of La Paz, Abra</b>				
1	590	pack	Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 1 kg per pack	
2	750	pack	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1 kg per pack	
3	550	pack	Pork Meat, Ground, at least 80% lean meat, 1 kg per pack	
4	7560	piece	Egg, medium, at least 56 g/pc	
5	600	pack	Potatoes, medium-sized, at least 1kg per pack	
6	550	pack	Squash, medium size, at least 1 kg/pack	
7	550	pack	Cabbage, medium size, at least 1 kg/pack	
8	743	pack	Pancake mix with maple syrup, 200 g/pack	
9	500	pack	Flour, All Purpose, at least 1kg/ pack	
10	550	pack	Cornstarch, at least 400 g/pack	
11	600	pack	Miki noodles, dried, at least 1kg/pack	
12	651	can	Pineapple chunks, in can, at least 227 g/can	
13	750	bundle	Bundle spaghetti pasta (at least 900g/pack) with sauce (at least 1kg/pack)	
14	350	box	Cheese, cheddar, at least 165g/box	
15	601	can	Corn kernel, whole, at least 425 g/can	

Item	Qty	Unit	Specification	Statement of Compliance
				<b>Please state whether “Comply” or “Not Comply”</b>
16	500	pack	Sugar, white, 500 g/pack	
17	600	can	Condensed milk, sweetened, at least 390 g/can	
18	600	can	Evaporated filled milk, at least 370 ml/can	
19	500	bottle	Soy Sauce, at least 350 ml/bottle	
20	600	bottle	Vegetable oil, at least 1 liter/bottle	
21	150	bottle	Vinegar, at least 350 ml/bottle	
22	150	pack	Iodized Salt, 500 grams per pack, opaque container with “sangkap pinoy seal”	

***Note: Contact person is the Municipal Social Welfare Development Officer (MSWDO) or Supplementary Feeding Program (SFP) Regional Staff***

**Terms and Conditions:**



		<b>Statement of Compliance</b>
1.	The bidder can comply with the Delivery Schedule.	
2.	Delivery will be dependent on the start of classes as per ECCD Guidelines. Date of delivery will be automatically moved on the following day/week if Monday falls on Holiday and other class suspensions. Re-scheduling of delivery date will be agreed upon by the MSWDO, supplier and SFP staff during calamities, holidays and other circumstantial situations.	
3.	Item must be well-sealed, in its original packaging (no refill and re-pack except for items number 1, 2, 3, 5, 6, 7, 9, 11 and 16) and must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least 6 months from the date of delivery.	
4.	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.	
5.	Supplier is responsible in the loading and unloading of goods to the designated delivery sites.	
6.	Supplier should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed.	
7.	Supplier should pack goods per center and allocation will be provided by the contact person to the winning supplier.	
8.	Goods are expected to be sanitary, fit for children consumption and recommended to be locally-produced.	
9.	Contact person is MSWDO Aimee B. Pariñas and SFP Focal Mary Jane Dasalla with contact number 0935-554-1901.	
10.	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	

		<b>Statement of Compliance</b>
11.	Payment Term: Payment will be processed upon complete delivery	

Project No: NPCP-2023-DSWD-CAR-13

Date: \_\_\_\_\_

Item	Qty	Unit	Specification	Unit Price	Sub-total
1	590	pack	Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 1 kg per pack		
2	750	pack	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1 kg per pack		
3	550	pack	Pork Meat, Ground, at least 80% lean meat, 1 kg per pack		
4	7560	piece	Egg, medium, at least 56 g/pc		
5	600	pack	Potatoes, medium-sized, at least 1kg per pack		
6	550	pack	Squash, medium size, at least 1 kg/pack		
7	550	pack	Cabbage, medium size, at least 1 kg/pack		
8	743	pack	Pancake mix with maple syrup, 200 g/pack		
9	500	pack	Flour, All Purpose, at least 1kg/ pack		
10	550	pack	Cornstarch, at least 400 g/pack		
11	600	pack	Miki noodles, dried, at least 1kg/pack		
12	651	can	Pineapple chunks, in can, at least 227 g/can		
13	750	bundle	Bundle spaghetti pasta (at least 900g/pack) with sauce (at least 1kg/pack)		
14	350	box	Cheese, cheddar, at least 165g/box		

Item	Qty	Unit	Specification	Unit Price	Sub-total
15	601	can	Corn kernel, whole, at least 425 g/can		
16	500	pack	Sugar, white, 500 g/pack		
17	600	can	Condensed milk, sweetened, at least 390 g/can		
18	600	can	Evaporated filled milk, at least 370 ml/can		
19	500	bottle	Soy Sauce, at least 350 ml/bottle		
20	600	bottle	Vegetable oil, at least 1 liter/bottle		
21	150	bottle	Vinegar, at least 350 ml/bottle		
22	150	pack	Iodized Salt, 500 grams per pack, opaque container with "sangkap pinoy seal"		
				<b>TOTAL</b>	

Total Quotation in Words:

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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**

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

Name of Company/Bidder: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
 (Printed Name over Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_