

INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION
PURCHASE OF FOOD SUPPLIES FOR THE 13TH CYCLE
SUPPLEMENTARY FEEDING PROGRAM IMPLEMENTATION IN
BARLIG, MOUNTAIN PROVINCE
NPCP-2023-DSWD-CAR-14

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 IMPLEMENTATION IN BARLIG, MOUNTAIN PROVINCE** 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 **THREE HUNDRED SEVENTY-EIGHT THOUSAND PESOS (PHP 378, 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	05 July 2023 to 05:00 PM 07 July 2023
Deadline for Submission of Bids	05:00 PM 14 July 2023
Opening of Bids	10:00 AM 17 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	Chicken Meat, drumstick, at least six (6) pieces, at least one (1) kilogram per pack	190	pack	MSWDO Office, Municipal Hall, Barlig, Mountain Province
2	Pork Meat, ground, 1 kilogram per pack	190	pack	
3	Pork Meat, at least 80% lean, chopped, 1 kilogram per pack	100	pack	
4	Fish Tilapia, whole, five (5) pieces per pack, at least one (1) kilogram per pack	190	pack	
5	Chicken eggs, medium size, at least 56 grams per piece,	3387	piece	
6	Monggo, whole, 500 grams per pack	70	pack	
7	Glutinous rice, 1 kilogram per pack	150	pack	
8	Pancit bihon, at least 454 grams per pack	84	pack	
9	Macaroni elbow, at least 400 grams per pack	84	pack	
10	Spaghetti Pasta, at least 400 grams per pack	100	pack	
11	Spaghetti sauce, at least 500 ml per pouch	100	pack	
12	Flour, all purpose, one (1) kilogram per pack	190	pack	
13	Baking powder, 50 grams per pack	150	pack	
14	Vegetable cooking oil, at least one (1) liter per pack	110	pack	
15	Condensed milk, at least 168 ml per can	90	can	
16	Evaporated filled milk, 370ml per can	90	can	
17	Sugar, brown, 1 kilogram per pack	100	pack	
18	Cornstarch, at least 500 grams per pack	84	pack	
19	Coconut milk powder (gata), at least 50 grams per pack	270	pack	

Annex “B”

Technical Specifications

Item No.	Description	Quantity	Unit	Please specify whether “Comply” or “Not Comply”
1	Chicken Meat, drumstick, at least six (6) pieces, at least one (1) kilogram per pack	190	pack	
2	Pork Meat, ground, 1 kilogram per pack	190	pack	
3	Pork Meat, at least 80% lean, chopped, 1 kilogram per pack	100	pack	
4	Fish Tilapia, whole, five (5) pieces per pack, at least one (1) kilogram per pack	190	pack	
5	Chicken eggs, medium size, at least 56 grams per piece,	3387	piece	
6	Monggo, whole, 500 grams per pack	70	pack	
7	Glutinous rice, 1 kilogram per pack	150	pack	
8	Pancit bihon, at least 454 grams per pack	84	pack	
9	Macaroni elbow, at least 400 grams per pack	84	pack	
10	Spaghetti Pasta, at least 400 grams per pack	100	pack	
11	Spaghetti sauce, at least 500 ml per pouch	100	pack	
12	Flour, all purpose, one (1) kilogram per pack	190	pack	
13	Baking powder, 50 grams per pack	150	pack	
14	Vegetable cooking oil, at least one (1) liter per pack	110	pack	
15	Condensed milk, at least 168 ml per can	90	can	
16	Evaporated filled milk, 370ml per can	90	can	
17	Sugar, brown, 1 kilogram per pack	100	pack	
18	Cornstarch, at least 500 grams per pack	84	pack	
19	Coconut milk powder (gata), at least 50 grams per pack	270	pack	

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

Terms and Conditions

		Statement of Compliance
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 except for items number 1, 2, 3, 4 and 5 must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least six (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 MARY GRACE A. BANAAG, with contact number 09976140278.	
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.	

		Statement of Compliance
11.	Payment Term: Payment will be processed upon complete delivery	

PRICE PROPOSAL FORM

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

Date: _____

ItemNo.	Description	Quantity	Unit	Unit Price	Subtotal
1	Chicken Meat, drumstick, at least six (6) pieces, at least one (1) kilogram per pack	190	pack		
2	Pork Meat, ground, 1 kilogram per pack	190	pack		
3	Pork Meat, at least 80% lean, chopped, 1 kilogram per pack	100	pack		
4	Fish Tilapia, whole, five (5) pieces per pack, at least one (1) kilogram per pack	190	pack		
5	Chicken eggs, medium size, at least 56 grams per piece,	3387	piece		
6	Monggo, whole, 500 grams per pack	70	pack		
7	Glutinous rice, 1 kilogram per pack	150	pack		
8	Pancit bihon, at least 454 grams per pack	84	pack		
9	Macaroni elbow, at least 400 grams per pack	84	pack		
10	Spaghetti Pasta, at least 400 grams per pack	100	pack		
11	Spaghetti sauce, at least 500 ml per pouch	100	pack		
12	Flour, all purpose, one (1) kilogram per pack	190	pack		
13	Baking powder, 50 grams per pack	150	pack		
14	Vegetable cooking oil, at least one (1) liter per pack	110	pack		
15	Condensed milk, at least 168 ml per can	90	can		
16	Evaporated filled milk, 370ml per can	90	can		
17	Sugar, brown, 1 kilogram per pack	100	pack		
18	Cornstarch, at least 500 grams per pack	84	pack		
19	Coconut milk powder (gata), at least 50 grams per pack	270	pack		

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

Name of Company/Bidder: _____

Submitted by: _____
(Printed Name over Signature)

Designation: _____

Date: _____