

**INVITATION FOR
 NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION
 Purchase and Delivery of Well-milled Rice for the 14th Cycle Supplementary Feeding
 Program Implementation in Flora, Apayao
 NPCP ITB NO: 2024-DSWDCAR-02**

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) to participate in the procurement of the project **Purchase and Delivery of Well-milled Rice for the 14th Cycle Supplementary Feeding Program Implementation in Flora, 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 **Ninety Four Thousand Five Hundred Pesos (PhP 94, 500.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	28 May 2024 to 01:00 PM (PST) 04 June 2024
Deadline for Submission of Bids	01:00 PM (PST) 04 June 2024
Opening and Evaluation of Bids	01:30 PM (PST) 04 June 2024

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 25123
Mobile Number/s : Smart: 0969-572-9176

RINA CLAIRE L. REYES
Chairperson, Bids and Awards Committee

[Handwritten signatures and initials]

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	RICE Grading Quality: at least 98% Head Rice, 2% broken Color: White Milling Degree: Well-milled, clean Grain type: Long grain Age: Milled not more than three (3) months from the date of delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (<i>bahaw</i>) Fragrance: Aromatic, free from objectionable and foreign odor, insects, pests and other contaminants Packaging: Sack with printed supplier's name, weight, type of rice and milling date. Net weight: 25 kilograms per sack	70	sack	Flora, Apayao MSWDO Office / Municipal Hall

Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<i>Please indicate "Comply" or "Not Comply"</i>
1	70	sack	RICE Grading Quality: At least 98% Head Rice, 2% broken Color: White Milling Degree: Well-milled, clean Grain type: Long grain Age: Milled not more than three (3) months from the date of delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (<i>bahaw</i>) Fragrance: Aromatic, free from objectionable and foreign odor, insects, pests and other contaminants Packaging: Sack with printed supplier's name, weight, type of rice and milling date. Net weight: 25 kilograms per sack	
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	Delivery will be in August 2024. Any rescheduling or changes in the delivery will be agreed upon by the MSWDO, SFP and supplier particularly during holidays, calamities and circumstantial situations.			
C	Rice sacks must be well sealed, in its original packaging and must bear the manufacturer's name, date of milling. Rice to be delivered should be milled three (3) months prior to the date of delivery.			
D	Rice grain should be whole, uniform size and shapes, white and translucent, with natural aroma, clean and free from impurities. If cooked, it must be fluffy and tender with no hard or crunchy texture.			
E	Suppliers should guarantee quality of delivered goods, otherwise, items deemed reject shall be replaced within the day or a buffer must be readily available during every delivery.			
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			

tem	Qty	Unit	Specification	Statement of Compliance
G			Goods are expected to be sanitary, locally produced and fit for children/human consumption.	
H			Supplier is responsible for the loading and unloading of goods to the designated delivery sites. Suppliers should also assist in the distribution of rice and must stay until distribution is done to ensure that all concerns during the delivery is properly addressed.	
J			Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period .	
K			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	
L			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: 2024-DSWDCAR-02

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	RICE Grading Quality: At least 98% Head Rice, 2% broken Color: White Milling Degree: Well-milled, clean Grain type: Long grain Age: Milled not more than three (3) months from the date of delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (<i>bahaw</i>) Fragrance: Aromatic, free from objectionable and foreign odor, insects, pests and other contaminants Packaging: Sack with printed supplier's name, weight, type of rice and milling date. Net weight: 25 kilograms per sack	70	sack		
	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 _____

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]

**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: _____

RICE DELIVERY SCHEDULE FOR FLORA , APAYAO

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH						
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	
1	sacks	Well milled rice 25 kgs / sacks	70	35			35			

*Nothing follows

Prepared by:

Reviewed by:

Signature :

Printed Name :

Designation :

ANNALYN A. MARTINEZ

ND II

MARY ANN G. BUCLAO

PSD CHIEF