

INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION
Purchase and Delivery of Food Supplies for the 14th Cycle Supplementary Feeding
Program Implementation in the Municipality of Sta. Marcela, Apayao
NPCP ITB NO: 2024-DSWDCAR-07

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 14th Cycle Supplementary Feeding Program Implementation in the Municipality of Sta. Marcela, 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 **Seven Hundred Twenty Thousand Pesos (PhP 720,000.00.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	05 June 2024 to 01:00 PM (PST) 14 June 2024
Deadline for Submission of Bids	01:00 PM (PST) 14 June 2024
Opening and Evaluation of Bids	01:30 PM (PST) 14 June 2025

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

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 of Measure	Place of Delivery
1	Malagkit rice, at least 1kg per pack	220	pack	Sta. Marcela, Apayao MSWDO / Municipal Hall
2	Glutinous Flour , at least 500 g per pack	200	pack	
3	Coconut Milk Powder, at least 50 grams per pack	315	pack	
4	Condensed milk , at least 168 ml per can	160	can	
5	Evaporated Filled Milk, at least 370 ml per can	160	can	
6	Soy sauce, at least 1 liter per bottle	80	bottle	
7	Vegetable Oil, at least 1 liter per pack	260	pack	
8	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	95	pack	
9	Pancit Bihon, at least 454 grams per pack	350	pack	
10	Margarine, plain , at least 100 grams per pack	160	pack	
11	Baking powder, double acting, at least 50 grams per pack	315	pack	
12	Banana Ketchup, sweet, at least 550 grams per bottle, with printed nutrition information label	80	bottle	
13	Bundle Spaghetti pasta (at least 900grams per pack)and Spaghetti Sauce (at least 850 grams per pack)	160	pack	
14	Green peas , at least 155 grams per can	160	can	

Item No.	Description	Quantity	Unit of Measure	Place of Delivery
15	Brown Sugar, light brown , at least 1kg per pack	315	pack	Sta. Marcela, Apayao MSWDO / Municipal Hall
16	All purpose Flour, at least 1kg per pack	390	pack	
17	Macaroni Pasta, elbow, at least 500 grams per pack	315	pack	
18	Mung beans, half crack, at least 500 grams per pack	160	pack	
19	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	160	pack	
20	Potato ,medium size , at least 1kg per pack	79	pack	
21	Carrots medium size, at least 1 kg per pack	80	pack	
22	Cabbage, medium size, at least 1 kg per pack	80	pack	
23	Onions, red, small size , at least 1kg per pack	39	pack	
24	Garlic , medium size, at least 1 kg per pack	39	pack	
25	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	350	pack	
26	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	350	pack	
27	Ground pork ,at least 80% lean meat , at least 500 grams per pack	350	pack	
28	Galunggong ,medium size , at least 1 kg per pack	160	pack	
29	Eggs, medium size , at least 56 grams per piece	5000	piece	
30	RICE Grading Quality: 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	50	sack	



Item No.	Description	Quantity	Unit of Measure	Place of Delivery
	delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (bahaw) 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			

Technical Specifications

tem	Qty	Unit	Specification	Statement of Compliance
				<i>Please indicate "Comply" or "Not Comply"</i>
1	220	pack	Malagkit rice, at least 1kg per pack	
2	200	pack	Glutinous Flour , at least 500 g per pack	
3	315	pack	Coconut Milk Powder, at least 50 grams per pack	
4	160	can	Condensed milk , at least 168 ml per can	
5	160	can	Evaporated Filled Milk, at least 370 ml per can	
6	80	bottle	Soy sauce, at least 1 liter per bottle	
7	260	pack	Vegetable Oil, at least 1 liter per pack	
8	95	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	
9	350	pack	Pancit Bihon, at least 454 grams per pack	
10	160	pack	Margarine, plain , at least 100 grams per pack	
11	315	pack	Baking powder, double acting, at least 50 grams per pack	
12	80	bottle	Banana Ketchup, sweet, at least 550 grams per bottle, with printed nutrition information label	
13	160	pack	Bundle Spaghetti pasta (at least 900grams per pack)and Spaghetti Sauce (at least 850 grams per pack)	
14	160	can	Green peas , at least 155 grams per can	
15	315	pack	Brown Sugar, light brown , at least 1kg per pack	
16	390	pack	All purpose Flour, at least 1kg per pack	
17	315	pack	Macaroni Pasta, elbow, at least 500 grams per pack	
18	160	pack	Mung beans, half crack, at least 500 grams per pack	
19	160	pack	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	
20	79	pack	Potato ,medium size , at least 1kg per pack	
21	80	pack	Carrots medium size, at least 1 kg per pack	
22	80	pack	Cabbage, medium size, at least 1 kg per pack	

tem	Qty	Unit	Specification	Statement of Compliance
23	39	pack	Onions, red, small size , at least 1kg per pack	
24	39	pack	Garlic , medium size, at least 1 kg per pack	
25	350	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	
26	350	pack	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	
27	350	pack	Ground pork ,at least 80% lean meat , at least 500 grams per pack	
28	160	pack	Galunggong ,medium size , at least 1 kg per pack	
29	5000	piece	Eggs, medium size , at least 56 grams per piece	
30	50	sack	RICE Grading Quality: 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 (bahaw) 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	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.			

Item	Qty	Unit	Specification	Statement of Compliance
C			Grocery items must be well-sealed, in its original packaging (no refill and re-pack) except for Items # 1,17,18,19,20, 21, 22, 23, 24, 25, 26, 27 and 28. Goods must bear the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least 1 year 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/human consumption.	
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-07

Date: _____

Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
1	Malagkit rice, at least 1kg per pack	220	pack		
2	Glutinous Flour , at least 500 g per pack	200	pack		
3	Coconut Milk Powder, at least 50 grams per pack	315	pack		
4	Condensed milk , at least 168 ml per can	160	can		
5	Evaporated Filled Milk, at least 370 ml per can	160	can		
6	Soy sauce, at least 1 liter per bottle	80	bottle		
7	Vegetable Oil, at least 1 liter per pack	260	pack		
8	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	95	pack		
9	Pancit Bihon, at least 454 grams per pack	350	pack		
10	Margarine, plain , at least 100 grams per pack	160	pack		
11	Baking powder, double acting, at least 50 grams per pack	315	pack		
12	Banana Ketchup, sweet, at least 550 grams per bottle, with printed nutrition information label	80	bottle		
13	Bundle Spaghetti pasta (at least 900grams per pack)and Spaghetti Sauce (at least 850 grams per pack)	160	pack		
14	Green peas , at least 155 grams per can	160	can		

Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
15	Brown Sugar, light brown , at least 1kg per pack	315	pack		
16	All purpose Flour, at least 1kg per pack	390	pack		
17	Macaroni Pasta, elbow, at least 500 grams per pack	315	pack		
18	Mung beans, half crack, at least 500 grams per pack	160	pack		
19	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	160	pack		
20	Potato ,medium size , at least 1kg per pack	79	pack		
21	Carrots medium size, at least 1 kg per pack	80	pack		
22	Cabbage, medium size, at least 1 kg per pack	80	pack		
23	Onions, red, small size , at least 1kg per pack	39	pack		
24	Garlic , medium size, at least 1 kg per pack	39	pack		
25	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	350	pack		
26	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	350	pack		
27	Ground pork ,at least 80% lean meat , at least 500 grams per pack	350	pack		
28	Galunggong ,medium size , at least 1 kg per pack	160	pack		
29	Eggs, medium size , at least 56 grams per piece	5000	piece		
30	RICE Grading Quality: 98% Head Rice, 2% broken Color: White Milling Degree: Well-milled, clean Grain type: Long grain	50	sack		



Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
	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 (bahaw) 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				
TOTAL					

Total Quotation in Words:

Name of Company/Bidder: _____

Name & Signature of Authorized Representative: _____

Date: _____

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]

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: _____

DELIVERY SCHEDULE FOR SANTA MARCELA, 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	pack	Malagkit rice, 1kg per pack	220	36				36				37				37				37				37			
2	pack	Glutinous Flour , 500 g per pack	200	33				33				33				33				34				34			
3	pack	Coconut Milk Powder,50 grams per pack	315	52				52				52				53				53				53			
4	can	Condensed milk , 168 ml or 218 grams per can	160	26				26				27				27				27				27			
5	can	Evaporated Filled Milk, 370 ml per can	160	26				26				27				27				27				27			
6	bottle	Soy sauce, 1 liter per bottle	80	13				13				13				13				14				14			
7	pack	Vegetable Oil, 1 liter per bottle or pack	260	43				43				43				43				44				44			
8	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	95	15				16				16				16				16				16			
9	pack	Pancit Bihon, quick cook, 454 grams per pack	350	58				58				58				58				59				59			
10	cup	Margarine Fortified plain , 100 grams per cup	160	26				26				27				27				27				27			
11	pack	Baking powder, double acting, 50 grams per sachet / pack	315	52				52				52				53				53				53			
12	bottle	Banana Ketchup,sweet with Vit A. 550 grams per bottle	80	13				13				13				13				14				14			
13	pack	Bundle Spaghetti pasta(900grams per pack)and Spaghetti Sauce (850 grams per pack)	160	26				26				27				27				27				27			
14	can	Green peas , 155 grams per can	160	26				26				27				27				27				27			
15	pack	Brown Sugar,light brown , 1kg per pack	315	52				52				52				53				53				53			
16	pack	All purpose Flour, 1kg per pack	390	65				65				65				65				65				65			
17	pack	Macaroni Pasta, elbow, 500 grams per pack	315	52				52				52				53				53				53			
18	pack	Monggo dried, half crack, 500 grams per pack	160	26				26				27				27				27				27			
19	pack	Lumpiang Wrapper ,medium yellow, per 100 pcs per pack	160	26				26				27				27				27				27			

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			
20	pack	Potato ,medium size 1kg per pack	79	13				13				13				13				13				14			
21	pack	Carrots medium size, 1 kg per pack	80	13				13				13				13				14				14			
22	pack	Cabbage, medium size 1 kg per pack	80	13				13				13				13				14				14			
23	pack	Onions red small size , 1kg per pack	39	6.50				6.50				6.50				6.50				6.50				6.50			
24	pack	Garlic , medium size, 1 kg per pack	39	6.50				6.50				6.50				6.50				6.50				6.50			
25	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg per pack	350	58				58				58				58				59				59			
26	pack	Pork meat chopped ,atleast 80% lean meat, 1 kg per pack	350	58				58				58				58				59				59			
27	pack	Ground pork ,at least 80% lean meat , 500 grams per pack	350	58				58				58				58				59				59			
28	pack	Galunggong ,medium size ,1 kg per pack	160	26				26				27				27				27				27			
29	piece	Eggs,medium size ,atleast 56-65 grams per piece	5000	833				833				833				833				834				834			
30	sacks	Well milled rice 25 kgs / sacks	50	25								25															

*Nothing follows

Signature :

Prepared by:

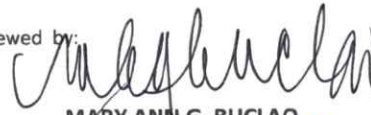
Printed Name :

ANNALYN A. MARTINEZ

Designation :

ND II

Reviewed by:


MARY ANN G. BUCLAO
 PSD CHIEF