

**INVITATION FOR  
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**  
**Purchase and Delivery of Food Supplies for the 14th Cycle Supplementary Feeding  
Program Implementation in the Municipality of Lagayan, Abra**  
**NPCP ITB NO: 2024-DSWDCAR-08**

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 Food Supplies for the 14th Cycle Supplementary Feeding Program Implementation in the Municipality of Lagayan, 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 **Three Hundred Twenty Four Thousand Pesos (PhP 324, 000.00)**.

1. The schedule of procurement activities are as follows:

| Activities                                | Date and Time                               |
|---|---|
| Availability of the Request for Proposals | 03 June 2024 to 01:00 PM (PST) 13 June 2024 |
| Deadline for Submission of Bids           | 01:00 PM (PST) 13 June 2024                 |
| Opening and Evaluation of Bids            | 01:30 PM (PST) 13 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   | Place of Delivery                           |
|----------|---|----------|--------|---|
| 1        | Spaghetti bundle (Spaghetti Pasta, 1 kg/pack and Spaghetti Sauce, 900 grams/pack)       | 234      | pack   | Lagayan, Abra MSWDO Office / Municipal Hall |
| 2        | Pancit Miki, at least 500g/pack   | 216      | pack   |   |
| 3        | Monggo, cracked, at least 500g/pack   | 234      | pack   |   |
| 4        | Malagit Rice, at least 500g/pack  | 323      | pack   |   |
| 5        | Cocoa Powder, at least 100g/pack  | 216      | pack   |   |
| 6        | Sotanghon, Vermicelli, at least 500g/pack   | 216      | pack   |   |
| 7        | Macaroni Pasta, elbow, at least 500g/pack   | 216      | pack   |   |
| 8        | Brown Sugar, at least 500 g/pack  | 216      | pack   |   |
| 9        | Soy Sauce, at least 385 ml/bottle   | 216      | bottle |   |
| 10       | Pancake Mix, at least 180g/pack   | 216      | pack   |   |
| 11       | Vegetable Oil, at least 500ml/pack  | 216      | pack   |   |
| 12       | Condensed Milk, at least 300 ml/can   | 217      | can    |   |
| 13       | Evaporated Milk, at least 140ml/can   | 216      | can    |   |
| 14       | Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams/ pack                      | 108      | pack   |   |
| 15       | Chicken Meat, mixture of wings, leg, thigh, and breast, at least 500 g/pack             | 320      | pack   |   |
| 16       | Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 500g/pack | 216      | pack   |   |
| 17       | Egg, medium size, at least 55g per piece, at least 30 pcs per tray                      | 168      | tray   |   |



## Annex "B"

## Technical Specifications

| tem | Qty | Unit   | Specification   | Statement of Compliance                         |
|-----|-----|--------|---|---|
|     |     |        |   | <i>Please indicate "Comply" or "Not Comply"</i> |
| 1   | 234 | pack   | Spaghetti bundle (Spaghetti Pasta, 1 kg/pack and Spaghetti Sauce, 900 grams/pack)       |   |
| 2   | 216 | pack   | Pancit Miki, at least 500g/pack   |   |
| 3   | 234 | pack   | Monggo, cracked, at least 500g/pack   |   |
| 4   | 323 | pack   | Malagit Rice, at least 500g/pack  |   |
| 5   | 216 | pack   | Cocoa Powder, at least 100g/pack  |   |
| 6   | 216 | pack   | Sotanghon, Vermicelli, at least 500g/pack   |   |
| 7   | 216 | pack   | Macaroni Pasta, elbow, at least 500g/pack   |   |
| 8   | 216 | pack   | Brown Sugar, at least 500 g/pack  |   |
| 9   | 216 | bottle | Soy Sauce, at least 385 ml/bottle   |   |
| 10  | 216 | pack   | Pancake Mix, at least 180g/pack   |   |
| 11  | 216 | pack   | Vegetable Oil, at least 500ml/pack  |   |
| 12  | 217 | can    | Condensed Milk, at least 300 ml/can   |   |
| 13  | 216 | can    | Evaporated Milk, at least 140ml/can   |   |
| 14  | 108 | pack   | Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams/ pack                      |   |
| 15  | 320 | pack   | Chicken Meat, mixture of wings, leg, thigh, and breast, at least 500 g/pack             |   |
| 16  | 216 | pack   | Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 500g/pack |   |

| tem                          | Qty   | Unit | Specification  | Statement of Compliance                         |
|------------------------------|---|------|--|---|
| 17                           | 168   | tray | Egg, medium size, at least 55g per piece, at least 30 pcs per tray |   |
| <b>TERMS AND CONDITIONS:</b> |   |      |  | <b>STATEMENT OF COMPLIANCE</b>                  |
|                              |   |      |  | <i>Please indicate "Comply" or "Not Comply"</i> |
| <b>A</b>                     | The bidder can comply with the Schedule of Requirements   |      |  |   |
| <b>B</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. |      |  |   |
| <b>C</b>                     | Item must be well- sealed in its original packaging (except for item numbers 2, 3, 4, 5, 7, 8, 11, 15, 16, and 17) and 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.   |      |  |   |
| <b>D</b>                     | 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.   |      |  |   |
| <b>E</b>                     | The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites  |      |  |   |
| <b>F</b>                     | The Bidder should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed   |      |  |   |
| <b>G</b>                     | The bidder should pack the goods per allocation per Child Development Center and will be provided by the contact person   |      |  |   |
| <b>I</b>                     | Goods are expected to be sanitary, locally produced and fit for children/human consumption.   |      |  |   |
| <b>J</b>                     | Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period .  |      |  |   |
| <b>K</b>                     | 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  |      |  |   |
| <b>L</b>                     | 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-08

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

| Item | Description   | QTY | UOM    | Unit Cost | Total Cost |
|------|---|-----|--------|-----------|------------|
| 1    | Spaghetti bundle (Spaghetti Pasta, 1 kg/pack and Spaghetti Sauce, 900 grams/pack)       | 234 | pack   |           |            |
| 2    | Pancit Miki, at least 500g/pack   | 216 | pack   |           |            |
| 3    | Monggo, cracked, at least 500g/pack   | 234 | pack   |           |            |
| 4    | Malagit Rice, at least 500g/pack  | 323 | pack   |           |            |
| 5    | Cocoa Powder, at least 100g/pack  | 216 | pack   |           |            |
| 6    | Sotanghon, Vermicelli, at least 500g/pack   | 216 | pack   |           |            |
| 7    | Macaroni Pasta, elbow, at least 500g/pack   | 216 | pack   |           |            |
| 8    | Brown Sugar, at least 500 g/pack  | 216 | pack   |           |            |
| 9    | Soy Sauce, at least 385 ml/bottle   | 216 | bottle |           |            |
| 10   | Pancake Mix, at least 180g/pack   | 216 | pack   |           |            |
| 11   | Vegetable Oil, at least 500ml/pack  | 216 | pack   |           |            |
| 12   | Condensed Milk, at least 300 ml/can   | 217 | can    |           |            |
| 13   | Evaporated Milk, at least 140ml/can   | 216 | can    |           |            |
| 14   | Salt, Iodized, sealed with Sangkap Pinoy, at least 500 grams/ pack                      | 108 | pack   |           |            |
| 15   | Chicken Meat, mixture of wings, leg, thigh, and breast, at least 500 g/pack             | 320 | pack   |           |            |
| 16   | Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, at least 500g/pack | 216 | pack   |           |            |



| Item | Description  | QTY | UOM  | Unit Cost | Total Cost |
|------|--|-----|------|-----------|------------|
| 17   | Egg, medium size, at least 55g per piece, at least 30 pcs per tray | 168 | tray |           |            |
|      | <b>TOTAL COST</b>  |     |      |           |            |

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 | Extent or Percentage |
|------|-------------------|----------------------|
|------|-------------------|----------------------|





|  | Related Business | 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: \_\_\_\_\_