

**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION
Purchase and Delivery of Food Supplies for the 14th Cycle Supplementary Feeding
Program Implementation in the Municipality of Rizal, Kalinga
NPCP ITB NO: 2024-DSWDCAR-10**

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 Rizal, Kalinga** 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 **Nine Hundred Thousand Pesos (PhP 900,000.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	07 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 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



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	Vegetable Oil, at least 1 liter per pack	350	pack	Rizal Kalinga MSWDO Office / Municipal Hall
2	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	120	pack	
3	Soy sauce, at least 1 liter per bottle	120	bottle	
4	Vinegar, at least 385 ml per bottle	120	bottle	
5	Green peas, at least 155 grams per can	120	can	
6	Macaroni Pasta, elbow, at least 400 grams / pack	350	pack	
7	Margarine Fortified, at least 100 grams per cup	120	cup	
8	Pancit Bihon, at least 454 grams per pack	300	pack	
9	Bundle Spaghetti pasta (at least 900grams per pack) and Spaghetti Sauce (at least 850 grams per pack)	300	pack	
10	Condensed milk, at least 168 ml per can	100	can	
11	Evaporated Filled Milk, at least 370 ml per can	100	can	
12	Malagkit rice, 1kg per pack	300	pack	
13	Coconut Milk Powder, at least 50 grams per pack	120	pack	
14	Brown Sugar, light brown , 1kg per pack	250	pack	
15	Cheddar Cheese, at least 165 grams/ pack	120	pack	
16	All-purpose Flour, 1kg per pack	120	pack	
17	Patis, at least 350ml per bottle	120	bottle	
18	Glutinous Flour, 500 grams/ pack	250	pack	
19	White beans, dried, 500 grams/ pack	120	pack	

Item No.	Description	Quantity	Unit	Place of Delivery
20	Baking powder, 50 grams per pack	100	pack	
21	Cocoa powder, 250 grams / pack	120	pack	
22	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	60	sacks	
23	Eggs, medium size, at least 56 grams per piece	2891	piece	
24	Bangus, medium size, 1kg pack	280	pack	
25	Tilapia, medium size ,1 kg per pack	250	pack	
26	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg per pack	345	pack	
27	Pork meat chopped, at least 80% lean meat, 1 kg per pack	300	pack	
28	Pork Liver, 500 grams, per pack	200	pack	
29	Galunggong , medium size ,1 kg per pack	200	pack	
30	Ground pork, at least 80% lean meat, 500 grams per pack	250	pack	
31	Squash, medium, 1 kg per piece	100	piece	
32	Carrots medium size, 1 kg per pack	100	pack	
33	Cabbage, medium size 1 kg per pack	100	pack	
34	Tomatoes, half ripe, 1kg per pack	60	pack	
35	Potato, medium size 1kg per pack	60	pack	
36	Camote, medium size, 1kg per pack	100	pack	
37	Onions red small size, 1kg per pack	60	pack	
38	Garlic, medium size, 1 kg per pack	60	pack	

Annex "B"
Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<i>Please indicate "Comply" or "Not Comply"</i>
1	350	pack	Vegetable Oil, at least 1 liter per pack	
2	120	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	
3	120	bottle	Soy sauce, at least 1 liter per bottle	
4	120	bottle	Vinegar, at least 385 ml per bottle	
5	120	can	Green peas, at least 155 grams per can	
6	350	pack	Macaroni Pasta, elbow, at least 400 grams / pack	
7	120	cup	Margarine Fortified, at least 100 grams per cup	
8	300	pack	Pancit Bihon, , at least 454 grams per pack	
9	300	pack	Bundle Spaghetti pasta (at least 900grams per pack) and Spaghetti Sauce (at least 850 grams per pack)	
10	100	can	Condensed milk, at least 168 ml per can	
11	100	can	Evaporated Filled Milk, at least 370 ml per can	
12	300	pack	Malagkit rice, 1kg per pack	
13	120	pack	Coconut Milk Powder, at least 50 grams per pack	
14	250	pack	Brown Sugar, light brown , 1kg per pack	
15	120	pack	Cheddar Cheese, at least 165 grams/ pack	
16	120	pack	All-purpose Flour, 1kg per pack	
17	120	bottle	Patis, at least 350ml per bottle	
18	250	pack	Glutinous Flour, 500 grams/ pack	

tem	Qty	Unit	Specification	Statement of Compliance
19	120	pack	White beans, dried, 500 grams/ pack	
20	100	pack	Baking powder, double acting, 50 grams per pack	
21	120	pack	Cocoa powder, 250 grams / pack	
22	60	sacks	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	
23	2891	piece	Eggs, medium size, at least 56 grams per piece	
24	280	pack	Bangus, medium size, 1kg pack	
25	250	pack	Tilapia, medium size ,1 kg per pack	
26	345	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg per pack	
27	300	pack	Pork meat chopped, at least 80% lean meat, 1 kg per pack	
28	200	pack	Pork Liver, 500 grams, per pack	
29	200	pack	Galunggong , medium size ,1 kg per pack	
30	250	pack	Ground pork, at least 80% lean meat, 500 grams per pack	
31	100	piece	Squash, medium, 1 kg per piece	
32	100	pack	Carrots medium size, 1 kg per pack	
33	100	pack	Cabbage, medium size 1 kg per pack	

tem	Qty	Unit	Specification	Statement of Compliance
34	60	pack	Tomatoes, half ripe, 1kg per pack	
35	60	pack	Potato, medium size 1kg per pack	
36	100	pack	Camote, medium size, 1kg per pack	
37	60	pack	Onions red small size, 1kg per pack	
38	60	pack	Garlic, medium size, 1 kg per pack	
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.			
C	Grocery Items must be well-sealed, in its original packaging (except Item # 6,12,14,16,19 and 20) 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.			
D	Poultry, meat and fish is firm to touch, have no foul odor and looks clean cuts. Perishable goods must be kept in coolers, refrigerators, styroboxes and other cooling device to prevent spoilage during delivery.			
E	Fruits and vegetables should look bright even color, good shape, texture and fresh smell and free from dark spots, molds, bruises and dents.			
F	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.			
G	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites			
H	The Bidder should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed			
I	The bidder should pack the goods per allocation per Child Development Center and will be provided by the contact			

Item	Qty	Unit	Specification	Statement of Compliance
			person	
J			Goods are expected to be sanitary, locally produced and fit for children/human consumption.	
K			Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period.	
L			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	
M			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-10
Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Vegetable Oil, at least 1 liter per pack	350	pack		
2	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	120	pack		
3	Soy sauce, at least 1 liter per bottle	120	bottle		
4	Vinegar, at least 385 ml per bottle	120	bottle		
5	Green peas, at least 155 grams per can	120	can		
6	Macaroni Pasta, elbow, at least 400 grams / pack	350	pack		
7	Margarine Fortified, at least 100 grams per cup	120	cup		
8	Pancit Bihon, , at least 454 grams per pack	300	pack		
9	Bundle Spaghetti pasta (at least 900grams per pack) and Spaghetti Sauce (at least 850 grams per pack)	300	pack		
10	Condensed milk, at least 168 ml per can	100	can		
11	Evaporated Filled Milk, at least 370 ml per can	100	can		
12	Malagkit rice, 1kg per pack	300	pack		
13	Coconut Milk Powder, at least 50 grams per pack	120	pack		
14	Brown Sugar, light brown , 1kg per pack	250	pack		
15	Cheddar Cheese, at least 165 grams/ pack	120	pack		
16	All-purpose Flour, 1kg per pack	120	pack		
17	Patis, at least 350ml per bottle	120	bottle		
18	Glutinous Flour, 500 grams/ pack	250	pack		
19	White beans, dried, 500 grams/ pack	120	pack		
20	Baking powder, double acting, 50 grams per pack	100	pack		
21	Cocoa powder, 250 grams / pack	120	pack		

Item	Description	QTY	UOM	Unit Cost	Total Cost
22	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	60	sacks		
23	Eggs, medium size, at least 56 grams per piece	2891	piece		
24	Bangus, medium size, 1kg pack	280	pack		
25	Tilapia, medium size , 1 kg per pack	250	pack		
26	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg per pack	345	pack		
27	Pork meat chopped, at least 80% lean meat, 1 kg per pack	300	pack		
28	Pork Liver, 500 grams, per pack	200	pack		
29	Galunggong , medium size , 1 kg per pack	200	pack		
30	Ground pork, at least 80% lean meat, 500 grams per pack	250	pack		
31	Squash, medium, 1 kg per piece	100	piece		
32	Carrots medium size, 1 kg per pack	100	pack		
33	Cabbage, medium size 1 kg per pack	100	pack		
34	Tomatoes, half ripe, 1kg per pack	60	pack		
35	Potato, medium size 1kg per pack	60	pack		
36	Camote, medium size, 1kg per pack	100	pack		



Item	Description	QTY	UOM	Unit Cost	Total Cost
37	Onions red small size, 1kg per pack	60	pack		
38	Garlic, medium size, 1 kg per pack	60	pack		
TOTAL COST					

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
c\	

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
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	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: _____

DELIVERY SCHEDULE FOR RIZAL, KALINGA

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	Vegetable Oil, 1 liter per bottle or pack	350	175					175						
2	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	120	60					60						
3	bottle	Soy sauce, 1 liter per bottle	120	60					60						
4	bottle	Vinegar, 385 ml per bottle	120	60					60						
5	can	Green peas, 155 grams per can	120	60					60						
6	pack	Macaroni Pasta, elbow, atleast 400 grams / pack	350	175					175						
7	cup	Margarine Fortified, 100 grams per cup	120	60					60						
8	pack	Pancit Bihon, 454 grams per pack	300	150					150						
9	pack	Bundle Spaghetti pasta (900grams per pack)and Spaghetti Sauce (850 grams per pack)	300	150					150						
10	can	Condensed milk, 168 ml or 218 grams per can	100	50					50						
11	can	Evaporated Filled Milk, 370 ml per can	100	50					50						
12	pack	Malagkit rice, 1kg per pack	300	150					150						
13	pack	Coconut Milk Powder,50 grams per pack	120	60					60						
14	pack	Brown Sugar,light brown, 1kg per pack	250	125					125						
15	pack	Cheddar Cheese, 165 grams/ pack	120	60					60						
16	pack	All purpose Flour, 1kg per pack	120	60					60						
17	bottle	Patis .350ml per bottle	120	60					60						
18	pack	Glutinous Flour, 500 grams/ pack	250	125					125						
19	pack	White beans ,dried, 500 grams/ pack	120	60					60						
20	pack	Baking powder, 50 grams per sachet / pack	100	50					50						
21	pack	Cocoa powder, 250 grams / pack	120	60					60						
22	pack	Well milled rice 25 kgs / sacks	60	30					30						
23	piece	Eggs ,medium size ,atleast 56-65 grams per piece	2891	481					482						482
24	pack	Bangus, medium size, 1kg pack	280	46					46						47
25	pack	Tilapia, medium size, 1 kg per pack	250	41					41						42