

**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 - Second Posting**  
**NPCP ITB NO: 2024-DSWDCAR-38**

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 - Second Posting** 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:

<b>Activities</b>	<b>Date and Time</b>
<b>Availability of the Request for Proposals</b>	14 August 2024 to 01:00 PM (PST) 20 August 2024
<b>Deadline for Submission of Bids</b>	01:00 PM (PST) 20 August 2024
<b>Opening and Evaluation of Bids</b>	03:00 PM (PST) 20 August 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 of Measure	Place of Delivery
1	Malagkit rice, at least 1kg per pack	230	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	167	can	

Item No.	Description	Quantity	Unit of Measure	Place of Delivery
15	Brown Sugar, light brown , at least 1kg per pack	300	pack	Sta. Marcela, Apayao MSWDO / Municipal Hall
16	All purpose Flour, at least 1kg per pack	300	pack	
17	Macaroni Pasta, elbow, at least 500 grams per pack	300	pack	
18	Mung beans, half crack, at least 500 grams per pack	160	pack	
19	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	58	sack	
20	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	160	pack	
21	Potato ,medium size , at least 1kg per pack	80	pack	
22	Carrots medium size, at least 1 kg per pack	80	pack	
23	Cabbage, medium size, at least 1 kg per pack	80	pack	



Item No.	Description	Quantity	Unit of Measure	Place of Delivery
24	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	300	pack	
25	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	300	pack	
26	Ground pork ,at least 80% lean meat , at least 500 grams per pack	300	pack	
27	Galunggong ,medium size , at least 1 kg per pack	155	pack	
28	Eggs, medium size , at least 56 grams per piece	5129	piece	

## Technical Specifications

tem	Qty	Unit	Specification	Statement of Compliance
				<i>Please indicate "Comply" or "Not Comply"</i>
1	230	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	167	can	Green peas , at least 155 grams per can	
15	300	pack	Brown Sugar, light brown , at least 1kg per pack	
16	300	pack	All purpose Flour, at least 1kg per pack	
17	300	pack	Macaroni Pasta, elbow, at least 500 grams per pack	
18	160	pack	Mung beans, half crack, at least 500 grams per pack	
19	58	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	

tem	Qty	Unit	Specification	Statement of Compliance
			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	
20	160	pack	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	
21	80	pack	Potato ,medium size , at least 1kg per pack	
22	80	pack	Carrots medium size, at least 1 kg per pack	
23	80	pack	Cabbage, medium size, at least 1 kg per pack	
24	300	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	
25	300	pack	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	
26	300	pack	Ground pork ,at least 80% lean meat , at least 500 grams per pack	
27	155	pack	Galunggong ,medium size , at least 1 kg per pack	
28	5129	piece	Eggs, medium size , at least 56 grams per piece	
	<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>	Grocery items must be well-sealed, in its original packaging (no refill and re-pack) except for Items 1, 15, 16, 18. Goods must bear			

Item	Qty	Unit	Specification	Statement of Compliance
			the manufacturer's name, date of manufacturing and date of expiry. Expiry date is at least 1 year 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			Vegetables should look bright even color, good shape, texture and fresh smell and free from dark spots, molds, bruises and dents.	
F			Supplier should guarantee quality of goods otherwise, items deemed reject shall be replaced within the day so the bidder should ensure presence of a buffer for immediate replacement of goods on the day of delivery.  The Bidder should also 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-38

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

Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
1	Malagkit rice, at least 1kg per pack	230	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	167	can		

Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
15	Brown Sugar, light brown , at least 1kg per pack	300	pack		
16	All purpose Flour, at least 1kg per pack	300	pack		
17	Macaroni Pasta, elbow, at least 500 grams per pack	300	pack		
18	Mung beans, half crack, at least 500 grams per pack	160	pack		
19	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	58	sack		
20	Lumpia Wrapper ,medium, yellow, at least 100 pcs per pack	160	pack		
21	Potato ,medium size , at least 1kg per pack	80	pack		
22	Carrots medium size, at least 1 kg per pack	80	pack		



Item No.	Description	Quantity	Unit of Measure	Unit Price	Subtotal
23	Cabbage, medium size, at least 1 kg per pack	80	pack		
24	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast), at least 1 kg per pack	300	pack		
25	Pork meat chopped ,at least 80% lean meat, 1 kg per pack	300	pack		
26	Ground pork ,at least 80% lean meat , at least 500 grams per pack	300	pack		
27	Galunggong ,medium size , at least 1 kg per pack	155	pack		
28	Eggs, medium size , at least 56 grams per piece	5129	piece		
<b>TOTAL</b>					

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**

<b>Name of the Completed Contract</b>	<b>Contract Date</b>	<b>Period/ Duration/ Delivery Date</b>	<b>Amount Involved</b>	<b>Definition or description of the project or major categories of work</b>	<b>Supporting Documentary Proofs (e.g. End-User acceptance, Official Receipts, sales invoice) Attached as Annex " _ "</b>

Name of Company/Bidder: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Printed Name over Signature)

Designation: \_\_\_\_\_

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



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			
21	pack	Potato ,medium size 1kg per pack	80	13				13				13				13				14				14			
22	pack	Carrots medium size, 1 kg per pack	80	13				13				13				13				14				14			
23	pack	Cabbage, medium size 1 kg per pack	80	13				13				13				13				14				14			
24	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg per pack	300	50				50				50				50				50				50			
25	pack	Pork meat chopped ,atleast 80% lean meat, 1 kg per pack	300	50				50				50				50				50				50			
26	pack	Ground pork ,at least 80% lean meat , 500 grams per pack	300	50				50				50				50				50				50			
27	pack	Galunggong ,medium size ,1 kg per pack	155	25				26				26				26				26				26			
28	piece	Eggs,medium size ,atleast 56-65 grams per piece	5129	854				855				855				855				855				855			

\*Nothing follows

Prepared by:

Reviewed by:

Signature :

Printed Name :

Designation :

**ANNALYN A. MARTINEZ**

ND II

**MARYANN G. BUCLAO**

PSD CHIEF