

**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**
**Purchase and Delivery of Food Supplies for the 14th Cycle Supplementary Feeding
Program Implementation in Pudtol, Apayao**
NPCP ITB NO: 2024-DSWDCAR-39

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 Pudtol, 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 Thirty Thousand Five Hundred Pesos (PhP 730, 500.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	30 August 2024 to 01:00 PM (PST) 05 September 2024
Deadline for Submission of Bids	01:00 PM (PST) 05 September 2024
Opening and Evaluation of Bids	03:00 PM (PST) 05 September 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 signature/initials in blue ink.

Handwritten initials in black ink.

Annex "A"

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 500 ml/pack	280	pack	Drop-off point identified by the MSWDO of Pudtol, Apayao
2	Soy Sauce, at least 1 liter/bottle	150	bottle	
3	Vinegar, at least 385 ml/bottle	150	bottle	
4	Iodized Salt, 500 grams per pack, opaque container with "Sangkap Pinoy" seal	150	pack	
5	Pancit Bihon, at least 454 g/pack	250	pack	
6	Macaroni pasta, elbow at least 500g/pack	250	pack	
7	Margarine, fortified plain, 100 g/cup	150	cup	
8	Evaporated milk, at least 370 ml/can, with printed nutrition information label	150	can	
9	Coconut milk, powder, at least 50g/pack	150	pack	
10	Patis, at least 385 ml/bottle	150		
11	Monggo dried, half crack, 1kg/pack	150	pack	
12	All-purpose flour, 1kg/pack	280	pack	
13	Condensed milk, at least 168ml/can or 218g/can, with printed nutrition information label	150	can	
14	Bundle Spaghetti pasta (at least 900g/pack) with Spaghetti sauce (at least 850/pack)	280	pack	
15	Baking powder, at least 50g/pack	270	pack	
16	Brown sugar, light brown, 1kg/pack	270	pack	
17	Pork Meat, chopped, at least 80% lean meat, mixture of ham, loin, side belly, at least 1kg per pack	300	pack	
18	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1kg per pack	300	pack	
19	Galunggong, medium size, 1kg/pack	280	pack	
20	Tilapia, medium size 1kg/pack	280	pack	
21	Ground pork, at least 80% lean meat, at least 500 g/pack	200	pack	
22	Egg, medium size, at least 56 grams/piece	7593	piece	
23	Tomatoes, half ripe, 1kg/pack	120	pack	
24	Eggplant, medium size, 1kg/pack	120	pack	
25	Carrots, medium size, 1kg/pack	120	pack	
26	Cabbage, medium size, 1kg/pack	120	pack	

Annex "B"

Item No.	Quantity	Unit	Specification	Statement Of Compliance <i>Please Indicate "Comply" Or "Not Comply"</i>
1	280	pack	Vegetable oil, at least 500 ml/pack	
2	150	bottle	Soy Sauce, at least 1 liter/bottle	
3	150	bottle	Vinegar, at least 385 ml/bottle	
4	150	pack	Iodized Salt, 500 grams per pack, opaque container with "Sangkap Pinoy" seal	
5	250	pack	Pancit Bihon, at least 454 g/pack	
6	250	pack	Macaroni pasta, elbow at least 500g/pack	
7	150	cup	Margarine, fortified plain, 100 g/cup	
8	150	can	Evaporated milk, at least 370 ml/can, with printed nutrition information label	
9	150	pack	Coconut milk, powder, at least 50g/pack	
10	150		Patis, at least 385 ml/bottle	
11	150	pack	Monggo dried, half crack, 1kg/pack	
12	280	pack	All-purpose flour, 1kg/pack	
13	150	can	Condensed milk, at least 168ml/can or 218g/can, with printed nutrition information label	
14	280	pack	Bundle Spaghetti pasta (at least 900g/pack) with Spaghetti sauce (at least 850/pack)	
15	270	pack	Baking powder, at least 50g/pack	
16	270	pack	Brown sugar, light brown, 1kg/pack	
17	300	pack	Pork Meat, chopped, at least 80% lean meat, mixture of ham, loin, side belly, at least 1kg per pack	

18	300	pack	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1kg per pack	
19	280	pack	Galunggong, medium size, 1kg/pack	
20	280	pack	Tilapia, medium size 1kg/pack	
21	200	pack	Ground pork, at least 80% lean meat, at least 500 g/pack	
22	7593	piece	Egg, medium size, at least 56 grams/piece	
23	120	pack	Tomatoes, half ripe, 1kg/pack	
24	120	pack	Eggplant, medium size, 1kg/pack	
25	120	pack	Carrots, medium size, 1kg/pack	
26	120	pack	Cabbage, medium size, 1kg/pack	
	TERMS AND CONDITIONS:			Statement Of Compliance Please Indicate "Comply" Or "Not Comply"
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 # 11,12 and 16) 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 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

Annex "C"

PRICE PROPOSAL FORM

Project No: 2024-DSWDCAR-39

Date: _____

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Vegetable oil, at least 500 ml/pack	280	pack		
2	Soy Sauce, at least 1 liter/bottle	150	bottle		
3	Vinegar, at least 385 ml/bottle	150	bottle		
4	Iodized Salt, 500 grams per pack, opaque container with "Sangkap Pinoy" seal	150	pack		
5	Pancit Bihon, at least 454 g/pack	250	pack		
6	Macaroni pasta, elbow at least 500g/pack	250	pack		
7	Margarine, fortified plain, 100 g/cup	150	cup		
8	Evaporated milk, at least 370 ml/can, with printed nutrition information label	150	can		
9	Coconut milk, powder, at least 50g/pack	150	pack		
10	Patis, at least 385 ml/bottle	150			
11	Monggo dried, half crack, 1kg/pack	150	pack		
12	All-purpose flour, 1kg/pack	280	pack		
13	Condensed milk, at least 168ml/can or 218g/can, with printed nutrition information label	150	can		
14	Bundle Spaghetti pasta (at least 900g/pack) with Spaghetti sauce (at least 850/pack)	280	pack		
15	Baking powder, at least 50g/pack	270	pack		
16	Brown sugar, light brown, 1kg/pack	270	pack		
17	Pork Meat, chopped, at least 80% lean meat, mixture of ham, loin, side belly, at least	300	pack		

Item	Description	QTY	UOM	Unit Cost	Total Cost
	1kg per pack				
18	Chicken Meat, mixture of wings, leg, thigh and breast, at least 1kg per pack	300	pack		
19	Galunggong, medium size, 1kg/pack	280	pack		
20	Tilapia, medium size 1kg/pack	280	pack		
21	Ground pork, at least 80% lean meat, at least 500 g/pack	200	pack		
22	Egg, medium size, at least 56 grams/piece	7593	piece		
23	Tomatoes, half ripe, 1kg/pack	120	pack		
24	Eggplant, medium size, 1kg/pack	120	pack		
25	Carrots, medium size, 1kg/pack	120	pack		
26	Cabbage, medium size, 1kg/pack	120	pack		

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	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]

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 CITY OF PUDDL, 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	Vegetable Oil, atleast 485 - 500 ml / pack	280	140		140											
2	bottle	Soy sauce, 1 liter per bottle	150	75		75											
3	bottle	Vinegar, 385 ml per bottle	150	75		75											
4	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	150	75		75											
5	pack	Panaci Bihon, quick cook, 454 grams per pack	250	125		125											
6	pack	Macaroni Pasta, elbow, 500 grams per pack	250	125		125											
7	cup	Margarine Fortified plain, 100 grams per cup	150	75		75											
8	can	Evaporated Filled Milk, 370 ml per can	150	75		75											
9	pack	Coconut Milk Powder, 50 grams per pack	150	75		75											
10	bottle	Patis, 385 ml per bottle	150	75		75											
11	pack	Monggo dried, half crack, 1kg per pack	150	75		75											
12	pack	All purpose Flour, 1kg per pack	280	140		140											
13	can	Condensed milk, 168 ml or 218 grams per can	150	75		75											
14	pack)	Bundle Spaghetti pasta (900grams per pack)and Spaghetti Sauce (850 grams per pack)	280	140		140											
15	pack	Baking powder, double acting, 50 grams per sachet / pack	270	135		135											
16	pack	Brown Sugar, light brown, 1kg per pack	270	135		135											

QUANTITY TO BE DELIVERED PER MONTH

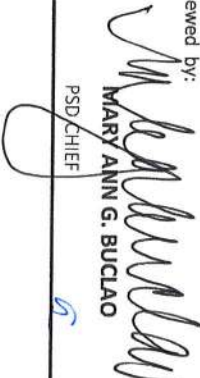
Stock/ Property/ No.	Unit	Item Description	Quantity	MONTH 1						MONTH 2						MONTH 3						MONTH 4						MONTH 5						MONTH 6					
				1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
17	pack	Pork meat chopped, atleast 80% lean meat, 1 kg per pack	300	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
18	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) 1 kg / pack	300	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
19	pack	Galunggung, medium size, 1 kg per pack	280	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
20	pack	Tilapia, medium size, 1kg per pack	280	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
21	pack	Ground pork, at least 80% lean meat, 500 grams per pack	200			33						33						33						33						33						33			
22	piece	Eggs, medium size, atleast 56-65 grams per piece	7593	1,265					1,265			1,265						1,265						1,266						1,266						1,266			
23	pack	Tomatoes, half ripe, 1kg per pack	120	20					20.00			20						20						20.00						20.00						20.00			
24	pack	Eggplant, medium size, 1kg per pack	120	20					20.00			20						20						20.00						20.00						20.00			
25	pack	Carrots medium size, 1 kg per pack	120	20					20.00			20						20						20.00						20.00						20.00			
26	pack	Cabbage, medium size 1 kg per pack	120	20					20.00			20						20						20.00						20.00						20.00			

follows
*Nothing follows

Prepared by:

Signature : 
 Printed Name : **ANNALYN A. MARTINEZ**
 Designation : **ND II**

Reviewed by:


MARY ANN G. BUCLAO
 PSD CHIEF