



**INVITATION FOR**  
**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**  
**Purchase and Delivery of Food Supplies for the 14th Cycle Supplementary Feeding Program Implementation in Hungduan, Ifugao -Second Posting**  
**NPCP ITB NO: 2024-DSWDCAR-42**

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 Hungduan, Ifugao -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 **Five Hundred Forty Thousand Pesos (PhP 540,000.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
<b>Availability of the Request for Proposals</b>	30 August 2024 to 01:00 PM (PST) 05 September 2024
<b>Deadline for Submission of Bids</b>	01:00 PM (PST) 05 September 2024
<b>Opening and Evaluation of Bids</b>	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

*RC*

**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	Local malagkit rice (diket), 1 kg per pack	300	Pack	MSWDO / Municipal Hall of Hungduan, Ifugao
2	Peanut, peeled, 500 grams per pack	260	Pack	
3	Sweet potato, yellow variety, 1 kg per pack	250	Pack	
4	Lumpia wrapper, yellow color, at least 50 pcs per pack	140	Pack	
5	Carrots, unwashed, medium size, 1 kg per pack	250	Pack	
6	Cabbage, medium size, 1 kg per pack	250	Pack	
7	Evaporated milk, at least 370 ml per can, with printed nutrition label	350	Can	
8	Coconut milk powder, at least 50 grams per sachet	350	Sachet	
9	Cocoa powder, at least 100 grams per sachet, with printed nutrition label	250	Sachet	
10	All purpose flour, 1 kg per pack	250	Pack	
11	Brown sugar, 1 kg per pack	250	Pack	
12	Baking powder, at least 50 grams per sachet	250	Sachet	
13	Margarine, at least 100 grams per cup, with printed nutrition label	200	Cup	
14	Glutinous Rice Flour, at least 450 grams per pack	350	Pack	
15	Processed filled cheese, at least 160 grams per box, with printed nutrition label	260	Box	
16	Spaghetti with spaghetti sauce, at least 900 grams per pack of pasta and at least 800 grams of spaghetti sauce, with printed nutrition label	303	Pack	
17	Macaroni pasta, shell, 400 grams per pack	302	Pack	

## Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<i>Please indicate "Comply" or "Not Comply"</i>
1	300	Pack	Local malagkit rice (diket), 1 kg per pack	
2	260	Pack	Peanut, peeled, 500 grams per pack	
3	250	Pack	Sweet potato, yellow variety, 1 kg per pack	
4	140	Pack	Lumpia wrapper, yellow color, at least 50 pcs per pack	
5	250	Pack	Carrots, unwashed, medium size, 1 kg per pack	
6	250	Pack	Cabbage, medium size, 1 kg per pack	
7	350	Can	Evaporated milk, at least 370 ml per can, with printed nutrition label	
8	350	Sachet	Coconut milk powder, at least 50 grams per sachet	
9	250	Sachet	Cocoa powder, at least 100 grams per sachet, with printed nutrition label	
10	250	Pack	All purpose flour, 1 kg per pack	
11	250	Pack	Brown sugar, 1 kg per pack	
12	250	Sachet	Baking powder, at least 50 grams per sachet	
13	200	Cup	Margarine, at least 100 grams per cup, with printed nutrition label	
14	350	Pack	Glutinous Rice Flour, at least 450 grams per pack	
15	260	Box	Processed filled cheese, at least 160 grams per box, with printed nutrition label	
16	303	Pack	Spaghetti with spaghetti sauce, at least 900 grams per pack of pasta and at least 800 grams of spaghetti sauce, with printed nutrition label	
17	302	Pack	Macaroni pasta, shell, 400 grams per pack	
<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.			

Item	Qty	Unit	Specification	Statement of Compliance
C			Item must be well- sealed in its original packaging except for stock numbers 1,2,3,4,5, 6, 10 and 11, 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.	
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-42

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

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Local malagkit rice (diket), 1 kg per pack	300	Pack		
2	Peanut, peeled, 500 grams per pack	260	Pack		
3	Sweet potato, yellow variety, 1 kg per pack	250	Pack		
4	Lumpia wrapper, yellow color, at least 50 pcs per pack	140	Pack		
5	Carrots, unwashed, medium size, 1 kg per pack	250	Pack		
6	Cabbage, medium size, 1 kg per pack	250	Pack		
7	Evaporated milk, at least 370 ml per can, with printed nutrition label	350	Can		
8	Coconut milk powder, at least 50 grams per sachet	350	Sachet		
9	Cocoa powder, at least 100 grams per sachet, with printed nutrition label	250	Sachet		
10	All purpose flour, 1 kg per pack	250	Pack		
11	Brown sugar, 1 kg per pack	250	Pack		
12	Baking powder, at least 50 grams per sachet	250	Sachet		
13	Margarine, at least 100 grams per cup, with printed nutrition label	200	Cup		
14	Glutinous Rice Flour, at least 450 grams per pack	350	Pack		
15	Processed filled cheese, at least 160 grams per box, with printed nutrition label	260	Box		
16	Spaghetti with spaghetti sauce, at least 900 grams per pack of pasta and at least 800 grams of spaghetti sauce, with printed nutrition label	303	Pack		
17	Macaroni pasta, shell, 400 grams per pack	302	Pack		
	<b>TOTAL COST</b>				

Total Quotation in Words: \_\_\_\_\_

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

Name &amp; 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]*



**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**

<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	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
1	Pack	Local malagkit rice (diket), 1 kg per pack	300	50	50	50	50	50	50
2	Pack	Peanut, peeled, 500 grams per pack	260	44	44	43	43	43	43
3	Pack	Sweet potato, yellow variety, 1 kg per pack	250	42	42	42	42	41	41
4	Pack	Lumpia wrapper, yellow color, atleast 50 pcs per pack	140	24	24	23	23	23	23
5	Pack	Carrots, unwashed, medium size, 1 kg per pack	250	42	42	42	42	41	41
6	Pack	Cabbage, medium size, 1 kg per pack	250	42	42	42	42	41	41
7	Can	Evaporated milk, atleast 370 ml per can, with printed nutrition label	350	59	59	58	58	58	58
8	Sachet	Coconut milk powder, atleast 50 grams per sachet	350	59	59	58	58	58	58
9	Sachet	Cocoa powder, atleast 100 grams per sachet	250	42	42	42	42	41	41
10	Pack	All purpose flour, 1 kg per pack	250	42	42	42	42	41	41
11	Pack	Brown sugar, 1 kg per pack	250	42	42	42	42	41	41
12	Sachet	Baking powder, atleast 50 grams per sachet	250	42	42	42	42	41	41
13	Cup	Margarine, classic, atleast 100 grams per cup	200	100			100		
14	Pack	Glutinous Rice Flour, atleast 450 grams per pack	350	59	59	58	58	58	58
15	Box	Processed filled cheese, atleast 180 grams per box	260	44	44	43	43	43	43
16	Pack	Spaghetti with spaghetti sauce, atleast 900 grams per pack	303	51	51	51	50	50	50
17	Pack	Macaroni pasta, shell, 400 grams per pack	302	51	51	50	50	50	50

Note: Delivery Schedule may change depending on the schedule of classes, circumstantial situations like pandemic, calamity, holidays, LGU significant events and other important affair.

Prepared by:

Reviewed by:

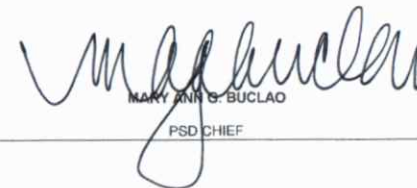
Signature :

Printed Name :

LENI MARIE Q. EROY

Designation :

PDO I



MARY ANN G. BUCLAO  
PSD CHIEF