

**INVITATION FOR  
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Food Supplies for the 15th Cycle of Supplementary Feeding  
Program in La Trinidad Benguet (Lot 1)  
NPCP 2025-05-001**

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 15th Cycle of Supplementary Feeding Program in La Trinidad Benguet (Lot 1)** 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 Million Seven Hundred Fifty-Seven Thousand Eighty Pesos (PhP 3, 757, 080.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	09 May 2025 to 22 May 2025 @ 12:00NN
Deadline for Submission of Bids	22 May 2025 @ 12:00NN

**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

  
**ENRIQUE H. GASCON JR.**  
Chairperson, Bids and Awards Committee

**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.

Lot No.	Description	Qty / Unit	Delivery Place	Delivery Period
1	Purchase and Delivery of Food Supplies for the 15th Cycle of Supplementary Feeding Program in La Trinidad Benguet (Lot 1)	1 LOT	Municipal Gym, Tabanda Park, Km5 La Trinidad, Benguet	Based on the delivery schedule set by the end-user

**Note: Please refer to Annex B- Technical Specifications for the itemized list of Food Supplies included in the procurement at hand.**

**Name & Signature of Authorized Representative:** \_\_\_\_\_

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

## Annex "B"

## Technical Specifications

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE
				Please indicate "Comply" or "Not Comply"
1	3600	Pack	Chicken meat, mixture of breast and thighs, at least 1 kilo per pack	
2	900	Pack	Ground Pork, at least 80% lean meat, at least 500 grams per pack	
3	900	Pack	Beef, at least 80% lean meat, 1 kilo per pack	
4	1800	Pack	Pork meat, at least 80% lean meat, at least 1 kilo per pack	
5	900	Pack	Fish Fillet, frozen, at least 1 kilo per pack	
6	900	Pack	Salmon, Belly, Pink, sliced, at least 1 kilo per pack	
7	900	Pack	Chicken Breast Fillet, at least 1 kilo per pack	
8	9000	Piece	Chicken eggs, medium size, at least 56 grams per piece	
9	900	Pack	Misua Noodles, at least 50 grams per pack	
10	600	Pack	Coconut milk powder or gata, at least 50 grams/pack	
11	900	Pack	All Purpose Flour, at least 1 kg/pack	
12	900	Pack	Baking powder, at least 50 grams/pack	
13	900	Box	Processed Filled Cheese, at least 160 grams per box	
14	400	Pack	Butter, at least 100 grams per pack	
15	900	Can	Whole Corn Kernels, at least 180 grams per can	
16	400	Pack	Oats, Instant Milk Fortified at least 400 grams per pack	
17	299	Pack	Soy Sauce, at least 200 ml/ pack	
18	300	Pack	Vinegar at least 200 ml / pack	
19	600	Pack	Salt, Iodized, 500 grams per pack with Sangkap Pinoy Seal	
20	369	Bottle	Vegetable Oil, at least 1 liter per Bottle	
21	300	Pack	Garlic, Bulb, at least 1 kilo per pack	
22	300	Pack	Onion, Bulb at least 1 kilo per pack	
23	300	Pack	Sugar, Brown, 1 kilo per pack	
24	300	Can	Evaporated Milk, at least 350 ml per can	

	<b>TERMS AND CONDITIONS:</b>	<b>STAMENT OF COMPLIANCE</b>  Please indicate <b>"Comply"</b> or <b>"Not Comply"</b>
<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 # 9, 10,12,13,14,15,16, 17, 18, 18, 20 & 24 must be in its original packaging. Goods 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. Also, items # 1,2,3,4,5,6,7,8,11,21,22,23 must be in a well-packed packaging.	
<b>D.</b>	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.	
<b>E.</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>F.</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>G.</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>H.</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>TERMS AND CONDITIONS:</b>	<b>STAMENT OF COMPLIANCE</b>  Please indicate “ <b>Comply</b> ” or “ <b>Not Comply</b> ”
<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***

**Name & Signature of Authorized Representative:** \_\_\_\_\_

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

**Annex "C"**
**PRICE PROPOSAL FORM**
**Project No: NPCP 2025-05-001**

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Chicken meat, mixture of breast and thighs, at least 1 kilo per pack	3600	Pack		
2	Ground Pork, at least 80% lean meat, at least 500 grams per pack	900	Pack		
3	Beef, at least 80% lean meat, 1 kilo per pack	900	Pack		
4	Pork meat , at least 80% lean meat, at least 1 kilo per pack	1800	Pack		
5	Fish Fillet, frozen, at least 1 kilo per pack	900	Pack		
6	Salmon, Belly, Pink, sliced, at least 1 kilo per pack	900	Pack		
7	Chicken Breast Fillet, at least 1 kilo per pack	900	Pack		
8	Chicken eggs, medium size, at least 56 grams per piece	9000	Piece		
9	Misua Noodles, at least 50 grams per pack	900	Pack		
10	Coconut milk powder or gata, at least 50 grams/pack	600	Pack		
11	All Purpose Flour, at least 1 kg/pack	900	Pack		
12	Baking powder, at least 50 grams/pack	900	Pack		
13	Processed Filled Cheese, at least 160 grams per box	900	Box		
14	Butter, at least 100 grams per pack	400	Pack		
15	Whole Corn Kernels, at least 180 grams per can	900	Can		
16	Oats, Instant Milk Fortified at least 400 grams per pack	400	Pack		
17	Soy Sauce, at least 200 ml/ pack	299	Pack		
18	Vinegar at least 200 ml / pack	300	Pack		

Item	Description	QTY	UOM	Unit Cost	Total Cost
19	Salt, Iodized, 500 grams per pack with Sangkap Pinoy Seal	600	Pack		
20	Vegetable Oil, at least 1 liter per Bottle	369	Bottle		
21	Garlic, Bulb, atleast 1 kilo per pack	300	Pack		
22	Onion, Bulb at least 1 kilo per pack	300	Pack		
23	Sugar, Brown, 1 kilo per pack	300	Pack		
24	Evaporated Milk, at least 350 ml per can	300	Can		
	<b>TOTAL COST</b>				

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

\_\_\_\_\_

**Name of Firm / Company:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Name & Signature of Authorized Representative:** \_\_\_\_\_

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

**Contact No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**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**

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 Firm / Company:** \_\_\_\_\_

**Name & Signature of Authorized Representative:** \_\_\_\_\_

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

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

11th delivery	12th delivery
300	300
75	75
75	75
150	150
75	75
75	75
75	75

Stock/ Proper ty No.	Unit	Item Description	Quantity	1st Delivery	2nd Delivery	3rd Delivery	4th Delivery	5th Delivery	6th Delivery
9	Pack	Misua Noodles, at least 50 grams per pack	900	150	150	150	150	150	150
10	Pack	Coconut milk powder or gata, atleast 50 gms/pack	600	100	100	100	100	100	100
11	Pack	All Purpose Flour, atleast 1 kg/pack	900	150	150	150	150	150	150
12	Pack	Baking powder, atleast 50 grams/pack	900	150	150	150	150	150	150
13	Box	Processed Filled Cheese, at least 160 grams per box	900	150	150	150	150	150	150
14	Pack	Butter, at least 100 grams per pack	400	67	67	67	67	66	66
15	Can	Whole Corn Kernels, at least 180 grams per can	900	150	150	150	150	150	150
16	Pack	Cats, Instant Milk Fortified at least 400 grams per pack	400	67	67	67	67	66	66
17	Pack	Soy Sauce, at least 200 ml/ pack	299	150	-	-	149	-	-
18	Pack	Vinegar at least 200 ml / pack	300	150	-	-	150	-	-
19	Pack	Seal, Iodized, 500 grams per pack with Sangkap Plincy Seal	600	100	100	100	100	100	100
20	Bottle	Vegetable Oil, at least 1 liter per Bottle	369	185	-	-	184	-	-
21	Pack	Garlic, Bulb atleast 1 kilo per pack	300	150	-	-	150	-	-
22	Pack	Onion, Bulb atleast 1 kilo per pack	300	150	-	-	150	-	-
23	Pack	Sugar, Brown, 1 kilo per pack	300	150	-	-	150	-	-
24	Can	Evaporated Milk, at least 350 ml per can	300	150	-	-	150	-	-

\*TAKE NOTE: Any re-scheduling of delivery date will be agreed upon by the MSWDO/SFP Focal, supplier and SFP staff during calamities, holidays, pandemic and other circumstantial situations.