

INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION

Purchase and Delivery of Food Supplies for the 15th Cycle of Supplementary Feeding Program in Pidigan, Abra
NPCP 2025-05-003

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 Pidigan, Abra** 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 **One Million One Hundred Ninety-Seven Thousand (PhP 1, 197, 000.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	14 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 Pidigan, Abra	1 LOT	MSWD Office, Municipal Hall, Pidigan, Abra	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: _____

Technical Specifications

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE Please indicate "Comply" or "Not Comply"
1	1,350	Pack	Chicken meat, mixture of thigh, wings, breast and drumsticks, at least 1 kg per pack	
2	826	Pack	Pork meat, at least 80% lean, 1 kilo per pack	
3	270	Pack	Pork Ground, at least 80% lean meat, at least 1kg/ pack	
4	5,399	Piece	Chicken eggs, medium size, at least 56 grams per piece	
5	270	Pack	Pancit Laddit, dried, at least 500g/pack	
6	180	Pack	Pancit Bihon, at least 500g per pack	
7	103	Pack	Sotanghon, at least 200 grams per pack	
8	270	Pack	Macaroni Pasta, Elbow, at least 400 grams per pack	
9	270	Pack	Potato, medium size, at least 1 kilo per pack	
10	270	Pack	Sweet Potato, at least 25g per piece, at least 1 kilo per pack	
11	270	Pack	Cabbage, green, at least 1 kilo per pack	
12	269	Pack	Chayote, medium size, at least 1 kilo per pack	
13	200	Pack	Carrot, medium size, at least 1 kilo per pack	
14	270	Pack	Green Beans, Baguio Beans, young, at least 1 kilo per pack	
15	270	Pack	Banana, Lakatan, medium, ripe, at least 1 kilo per pack	
16	270	Pack	Monggo, cracked, at least 500 grams per pack	
17	238	Bottle	Soy sauce, at least 350 ml per bottle	
18	70	Bottle	Vinegar, white, at least 350 ml per bottle	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE <i>Please indicate "Comply" or "Not Comply"</i>
19	270	Pack	All Purpose Flour, at least 1 kg/pack	
20	264	Pack	Baking powder, at least 50 grams/pack	
21	38	Pack	Sugar, brown, at least 500 grams per pack	
22	72	Pack	Vegetable Cooking oil, at least 1 liter/pack	
23	250	Can	Evaporated Filled Milk, 350 ml/can	
24	120	Pack	Cheese, Cheddar, Filled, at least 160g per pack	
25	23	Pack	Cornstarch, at least 200 grams per pack	
26	270	Pack	Lumpia Wrapper, yellow, at least 500 grams per pack	
27	24	Pack	Salt, Iodized, at least 500 grams per pack	

	TERMS AND CONDITIONS:	STAMENT 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 # 6,7,8,17,18,20,21,22,23,24 & 27 must be well-sealed, 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.	

	TERMS AND CONDITIONS:	STAMENT OF COMPLIANCE Please indicate “ Comply ” or “ Not Comply ”
	Also, items 1,2,3,4,5,9,10,11,12,13,14,15,16,19,25 & 26 must be well-packed.	
D.	Poultry and meat are 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

Name & Signature of Authorized Representative: _____

Designation: _____

PRICE PROPOSAL FORM

Project No: NPCP 2025-05-003

Item	Description	QTY	UNIT	Unit Cost	Total Cost
1	Chicken meat, mixture of thigh, wings, breast and drumsticks, at least 1 kg per pack	1,350	Pack		
2	Pork meat, at least 80% lean, 1 kilo per pack	826	Pack		
3	Pork Ground, at least 80% lean meat, at least 1kg/ pack	270	Pack		
4	Chicken eggs, medium size, at least 56 grams per piece	5,399	Piece		
5	Pancit Laddit, dried, at least 500g/pack	270	Pack		
6	Pancit Bihon, at least 500g per pack	180	Pack		
7	Sotanghon, at least 200 grams per pack	103	Pack		
8	Macaroni Pasta, Elbow, at least 400 grams per pack	270	Pack		
9	Potato, medium size, at least 1 kilo per pack	270	Pack		
10	Sweet Potato, at least 25g per piece, at least 1 kilo per pack	270	Pack		
11	Cabbage, green, at least 1 kilo per pack	270	Pack		
12	Chayote, medium size, at least 1 kilo per pack	269	Pack		
13	Carrot, medium size, at least 1 kilo per pack	200	Pack		
14	Green Beans, Baguio Beans, young, at least 1 kilo per pack	270	Pack		
15	Banana, Lakatan, medium, ripe, at least 1 kilo per pack	270	Pack		
16	Monggo, cracked, at least 500 grams per pack	270	Pack		
17	Soy sauce, at least 350 ml per bottle	238	Bottle		
18	Vinegar, white, at least 350 ml per bottle	70	Bottle		
19	All Purpose Flour, at least 1 kg/pack	270	Pack		

Item	Description	QTY	UNIT	Unit Cost	Total Cost
20	Baking powder, at least 50 grams/pack	264	Pack		
21	Sugar, brown, at least 500 grams per pack	38	Pack		
22	Vegetable Cooking oil, at least 1 liter/pack	72	Pack		
23	Evaporated Filled Milk, ^{at least} 350 ml/can	250	Can		
24	Cheese, Cheddar, Filled, at least 160g per pack	120	Pack		
25	Cornstarch, at least 200 grams per pack	23	Pack		
26	Lumpia Wrapper, yellow, at least 500 grams per pack	270	Pack		
27	Salt, Iodized, at least 500 grams per pack	24	Pack		
	TOTAL COST				

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: _____

Delivery Schedule for the Purchase of Food Supplies for the 15th Cycle of Supplementary Feeding Program in Pidigan, Abra

Stock/ Proper ty No.	Unit	Item Description	Quanti ty	QUANTITY TO BE DELIVERED					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
1	pack	Chicken meat, mixture of thigh, wings, breast and drumsticks, atleast 1 kg per pack	1,350	225	225	225	225	225	225
2	pack	Pork meat, at least 80% lean, 1 kilo per pack	826	138	138	138	138	137	137
3	pack	Pork Ground, at least 80% lean meat, at least 1kg/ pack	270	45	45	45	45	45	45
4	piece	Chicken eggs, medium size, atleast 56 grams per piece	5,399	900	900	900	900	900	899
5	pack	Pancit Laddit, dried, at least 500g/pack	270	45	45	45	45	45	45
6	pack	Pancit Bihon, at least 500g per pack	180	30	30	30	30	30	30
7	pack	Sotanghon, at least 200 grams per pack	103	52			51		
8	pack	Macaroni Pasta, Elbow, at least 400 grams per pack	270	45	45	45	45	45	45

9	pack	Potato, medium size, at least 1 kilo per pack	270	45 /	45	45	45	45	45
10	pack	Sweet Potato, at least 25g per piece, at least 1 kilo per pack	270	45 /	45	45	45	45	45
11	pack	Cabbage, green, at least 1 kilo per pack	270	45 /	45	45	45	45	45
12	pack	Chayote fruit, medium size, at least 1 kilo per pack	269	45 /	45	45	45	45	44
13	pack	Carrot, medium size, at least 1 kilo per pack	200	34 /	34 /	33	33	33	33
14	pack	Baguio Beans, young, at least 1 kilo per pack	270	45 /	45 /	45	45	45	45
15	pack	Banana, Lakatan, medium, ripe, at least 1 kilo per pack	270	45 /	45 /	45	45	45	45
16	pack	Monggo, cracked, at least 500 grams per pack	270	45 /	45 /	45	45	45	45
17	bottle	Soy sauce, at least 350 ml per bottle	238	40 /	40 /	40	40	39	39
18	bottle	Vinegar, white, at least 350 ml per bottle	70	35 /			35		
19	pack	All Purpose Flour, at least 1 kg/pack	270	45 /	45	45	45	45	45
20	pack	Baking powder, atleast 50 grams/pack	264	44 /	44	44	44	44	44

21	pack	Sugar, brown, at least 500 grams per pack	38	19			19		
22	pack	Vegetable Cooking oil, atleast 1 liter/pack	72	36			36		
23	can	Evaporated Filled Milk, 350 ml/can	250	42	42	42	42	41	41
24	pack	Cheese, Cheddar, Filled, at least 160g per pack	120	20	20	20	20	20	20
25	pack	Cornstarch, at least 200 grams per pack	23	23					
26	pack	Lumpia Wrapper, yellow, at least 100 pieces per pack	270	45	45	45	45	45	45
27	pack	Salt, Iodized, at least 500 grams per pack	24	24					

Signature :

Printed Name : ELEONOR B. AYAN

Designation : Nutritionist Dietitian III

Prepared by:


LIBERTINE A. BALICANG
SWO IV/Head, Comm. Based Section

Reveiwed by:


AMELYN P. CABRERA
SWO V/PSD DIVISION CHIEF