

INVITATION FOR NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION

Purchase and Delivery of Food Supplies for the 15th Cycle of Supplementary Feeding Program in Licuan-baay, Abra NPCP 2025-06-006

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 Licuan-baay, 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 **Three Hundred Sixty Thousand Pesos (PhP 360, 000.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	10 June 2025 to 12:00NN (PST) 16 June 2025
Deadline for Submission of Bids	12:00NN (PST) 16 June 2025

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.

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1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	06 June 2025 to 12:00NN (PST) 16 June 2025
Deadline for Submission of Bids	12:00NN (PST) 16 June 2025

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 Licuan-baay, Abra	1 LOT	MSWD Office, Municipal Hall, Licuan-baay, 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	84	Pack	Spaghetti bundle, Spaghetti pasta, at least 800g/pack and Spaghetti Sauce, at least 900g/pack	
2	84	Pack	Pancit Miki, Dried, at least 450 g/pack	
3	60	Tray	Egg, Medium, at least 55.1g/ piece, 30 pcs per tray	
4	164	Pack	Chicken Meat, Mixture of wings, leg, thigh, and breast, at least 500g/pack	
5	215	Pack	Pork Meat , At least 80% lean meat, mixture of ham, loin, side belly, 1 kg/pack	
6	28	Pack	Salt , iodized, with Sangkap Pinoy Seal, 500g/pack	
7	28	Pack	Vegetable Oil, 500 ml/ pack	
8	160	Pack	Pancake mix, Instant, at least 200g/pack	
9	84	Bottle	Soy sauce, at least 350 ml/ bottle	
10	160	Pack	Mung beans, whole, at least 500g/pack	
11	84	Pack	Pancit Bihon, at least 500g/pack	
12	157	Pack	Vermicilli Noodles, Sotanghon, dry, at least 40g/pack	
13	84	Pack	Bottle gourd (Upo), Medium, at least 500 g/pack	
14	90	Pack	Sweet potato, at least 1 kg/pack	
15	200	Pack	Banana (Dippig), Medium- ripe, at least 1 kg/pack	
16	160	Can	Canned Tuna, Flakes in Oil, At least 155 g/can	
17	84	Pack	Baguio beans, At least 500 g/pack	
18	84	Pack	Carrots, At least 500 g/pack	
19	84	Pack	Coconut Milk Powder, At least 50 g/pack	
20	160	Pack	Mayonnaise, At least 200 ml/pack	
21	80	Pack	Sugar, At least 1 kg/pack	
22	160	Pack	Pullman Bread, white, sliced loaf, at least 400 g/pack	

	TERMS AND CONDITIONS:	STAMENT 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 6, 7, 8, 9, 11, 12, 16, 19, 20 and 22 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.	
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.	

	TERMS AND CONDITIONS:	STATEMENT OF COMPLIANCE Please indicate "Comply" or "Not Comply"
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 2025-06-006

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
1	Spaghetti bundle, Spaghetti pasta, at least 800g/pack and Spaghetti Sauce, at least 900g/pack	84	Pack		
2	Pancit Miki, Dried, at least 450 g/pack	84	Pack		
3	Egg, Medium, at least 55.1g/ piece, 30 pcs per tray	60	Tray		
4	Chicken Meat, Mixture of wings, leg, thigh, and breast, at least 500g/pack	164	Pack		
5	Pork Meat , At least 80% lean meat, mixture of ham, loin, side belly, 1 kg/pack	215	Pack		
6	Salt , iodized, with Sangkap Pinoy Seal, 500g/pack	28	Pack		
7	Vegetable Oil, 500 ml/ pack	28	Pack		
8	Pancake mix, Instant, at least 200g/pack	160	Pack		
9	Soy sauce, at least 350 ml/ bottle	84	Bottle		
10	Mung beans, whole, at least 500g/pack	160	Pack		
11	Pancit Bihon, at least 500g/pack	84	Pack		
12	Vermicilli Noodles, Sotanghon, dry, at least 40g/pack	157	Pack		
13	Bottle gourd (Upo), Medium, at least 500 g/pack	84	Pack		
14	Sweet potato, at least 1 kg/pack	90	Pack		
15	Banana (Dippig), Medium- ripe, at least 1 kg/pack	200	Pack		
16	Canned Tuna, Flakes in Oil, At least 155 g/can	160	Can		
17	Baguio beans, At least 500 g/pack	84	Pack		
18	Carrots, At least 500 g/pack	84	Pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
19	Coconut Milk Powder, At least 50 g/pack	84	Pack		
20	Mayonnaise, At least 200 ml/pack	160	Pack		
21	Sugar, At least 1 kg/pack	80	Pack		
22	Pullman Bread, white, sliced loaf, at least 400 g/pack	160	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 SFP IN THE MUNICIPALITY OF LICUAN-BAAY, ABRA

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	bundle	Spaghetti bundle (Spaghetti pasta, at least 800g/pack and Spaghetti Sauce, at least 900g/pack)	84	14	14	14	14	14	14
2	pack	Pancit Miki, dried, at least 450 g/pack	84	14	14	14	14	14	14
3	tray	Egg, medium, at least 55.1- 60g/ piece, 30 pcs per tray	60	10	10	10	10	10	10
4	pack	Chicken Meat, mixture of wings, leg, thigh, and breast, at least 500 g/pack	164	28	28	27	27	27	27
5	pack	Pork Meat, at least 80% lean meat, mixture of ham, loin, side belly, 1 kg/pack	215	36	36	36	36	36	35
6	pack	Salt, Iodized, with Sangkap Pinoy Seal, 500g/pack	28	14			14		
7	pack	Vegetable Oil, 500 ml/ pack	28	14			14		
8	pack	Pancake Mix, Instant, 500g/ box	160	27	27	27	27	26	26
9	bottle	Soy Sauce, at least 350 ml/ bottle	84	14	14	14	14	14	14
10	pack	Mung Beans, whole, 500g/ pack	160	27	27	27	27	26	26

11	pack	Pancit Bihon, at least 500g/ pack	84	14	14	14	14	14	14
12	pack	Vermicilli Noodles (Sotanghon), Dry, 40g/ pack	157	27	26	26	26	26	26
13	pack	Upo, medium, atleast 500/ pack	84	14	14	14	14	14	14
14	pack	Sweet Potato, at least 1 kg/pack	90	15	15	15	15	15	15
15	pack	Saba, medium-ripe, at least 1 kg/pack	200	34	34	33	33	33	33
16	can	Tuna- in- oil, at least 155g/can	160	27	27	27	27	26	26
17	pack	Baguio Beans, at least 500g/pack	84	14	14	14	14	14	14
18	pack	Carrots, at least 500g/pack	84	14	14	14	14	14	14
19	pack	Coconut Milk Powder, at least 50g/pack	84	14	14	14	14	14	14
20	pack	Mayonnaise, at least 200ml/ pack	160	27	27	27	27	26	26
21	pack	Sugar, brown, at least 1 kg/pack	84	14	14	14	14	14	14
22	pack	Pullman Bread, white, sliced loaf, at least 400g/ pack	160	27	27	27	27	26	26

Prepared by:

Signature :
Printed Name :
Designation :


OFELIA B. ADJARO
Social Welfare Officer II

Reviewed by:


AMELYN P. CABRERA
SWO V/ PSD Chief