

**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Food Supplies for the 15th Cycle of Supplementary Feeding
Program in Calanasan, Apayao
NPCP 2025-06-008**

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 Calanasan, 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 **Eight Hundred Twenty Three Thousand Pesos (PhP 823, 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) 20 June 2025
Deadline for Submission of Bids	12:00NN (PST) 20 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 Calanasan, Apayao	1 LOT	MSWD Office, Municipal Hall, Calanasan, Apayao	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	200	Pack	Vegetable Oil, at least 500 ml / pack	
2	168	Bottle	Soy sauce, at least 1 liter per bottle	
3	168	Bottle	Vinegar, at least 385 ml per bottle	
4	168	Bottle	Patis, at least 350ml per bottle	
5	200	Pack	All-purpose Flour, at least 1kg per pack	
6	200	Pack	Brown Sugar, light brown, at least 1kg per pack	
7	168	Pack	Baking powder, double acting, at least 50 grams per sachet / pack	
8	168	Cup	Margarine Fortified, at least 100 grams per cup	
9	168	Pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	
10	168	Pack	Monggo dried, half crack, at least 1 kg per pack	
11	168	Pack	White Beans, dried, at least 500 grams per pack	
12	168	Pack	Cornstarch, at least 1kg per pack	
13	200	Pack	Pancit Bihon, quick cook, at least 454 grams per pack	
14	200	Pack	Dried Miki noodles, at least 500 grams per pack	
15	6544	Piece	Eggs, medium size, at least 56 grams per piece	
16	200	Pack	Glutinous powder, at least 500 grams per pack	
17	200	Pack	Coconut Milk Powder, atleast 50 grams per pack	
18	200	Can	Evaporated Filled Milk, atleast 370 ml per can	
19	500	Pack	Pork meat chopped, at least 80% lean meat, 1 kg per pack	
20	500	Pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) at least 1 kg / pack	
21	100	Sack	RICE, Grading Quality: 98% Head Rice, 2% broken Color: White, Milling Degree: Well-milled, clean, Grain type: Long grain Age: Milled not more than three (3)	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE Please indicate "Comply" or "Not Comply"
			months from the date of delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (bahaw) Fragrance: Aromatic, free from objectionable and foreign odor, insects, pests and other contaminants Packaging: Sack with printed supplier's name, weight, type of rice and milling date. Net weight: 25 kilograms per sack	
22	84	Pack	Garlic, medium size, 1 kg / pack	
23	84	Pack	Onions, small size, 1 kg / 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 7, 8, 9, 12, 13, 14, 16, 17, 18 and 21 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. All items aside from the specified items must be well-packed and well-sealed in its packaging.	
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.	

	TERMS AND CONDITIONS:	STATEMENT OF COMPLIANCE Please indicate “ Comply ” or “ Not Comply ”
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 2025-06-008

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
1	Vegetable Oil, at least 500 ml / pack				
2	Soy sauce, at least 1 liter per bottle				
3	Vinegar, at least 385 ml per bottle				
4	Patis, at least 350ml per bottle				
5	All-purpose Flour, at least 1kg per pack				
6	Brown Sugar, light brown, at least 1kg per pack				
7	Baking powder, double acting, at least 50 grams per sachet / pack				
8	Margarine Fortified, at least 100 grams per cup				
9	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack				
10	Monggo dried, half crack, at least 1 kg per pack				
11	White Beans, dried, at least 500 grams per pack				
12	Cornstarch, at least 1kg per pack				
13	Pancit Bihon, quick cook, at least 454 grams per pack				
14	Dried Miki noodles, at least 500 grams per pack				
15	Eggs, medium size, at least 56 grams per piece				
16	Glutinous powder, at least 500 grams per pack				
17	Coconut Milk Powder, at least 50 grams per pack				
18	Evaporated Filled Milk, at least 370 ml per can				
19	Pork meat chopped, at least 80% lean meat, 1 kg per pack				

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
20	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) at least 1 kg / pack				
21	RICE, Grading Quality: 98% Head Rice, 2% broken Color: White, Milling Degree: Well-milled, clean, Grain type: Long grain Age: Milled not more than three (3) months from the date of delivery; newly milled Appearance (Cooked): Tender, even if it is already cooked a day after (bahaw) Fragrance: Aromatic, free from objectionable and foreign odor, insects, pests and other contaminants Packaging: Sack with printed supplier's name, weight, type of rice and milling date. Net weight: 25 kilograms per sack				
22	Garlic, medium size, 1 kg / pack				
23	Onions, small size, 1 kg / 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: _____

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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.

Delivery Schedule for Calanasan, Apayao

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVER				
				1st delivery	2nd Delivery	3rd Deliver	4th delivery	5th delivery
1	pack	Vegetable Oil, atleast 500 ml / pack	200	100		100		
2	bottle	Soy sauce, atleast 1 liter per bottle	168	84		84		
	bottle	Vinegar , atleast 385 ml per bottle	168	84		84		
	bottle	Patis ,atleast 350ml per bottle	168	84		84		
	pack	All purpose Flour, atleast 1kg per pack	200	100		100		
	pack	Brown Sugar,light brown , atleast 1kg per pack	200	100		100		
	pack	Baking powder, double acting, atleast 50 grams per sachet / pack	168	84		84		
	cup	Margarine Fortified , atleast 100 grams per cup	168	84		84		
	pack	Iodized salt, Sangkap pinoy seal, at least 500 grams per pack	168	84		84		
	pack	Monggo dried, half crack, atleast 1 kg per pack	168	84		84		
	pack	White Beans, dried ,atleast 500 gramps per pack	168	84		84		
	pack	Cornstarch ,atleast 1kg per pack	168	84		84		
	pack	Pancit Bihon, quick cook, atleast 454 grams per pack	200	100		100		
	pack	Dried Miki noodles ,atleast 500 grams per pack	200	100		100		
	piece	Glutinous powder , atleast 500 grams per piece	200	100		100		
	pack	Coconut Milk Powder,atleast 50 grams per pack	200	100		100		
	can	Evaporated Filled Milk,atleast 370 ml per can	200	100		100		
	sack	Rice, Well-Milled atleast (25 kilos/sack)	100	50		50		

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVER				
				1st delivery	2nd Delivery	3rd Deliver	4th delivery	5th delivery
	piece	Eggs,medium size ,atleast 56 grams per piece	6796	1359	1359	1359	1359	1360
	pack	Pork meat chopped ,atleast 80% lean meat, 1 kg per pack	500	100	100	100	100	100
	pack	Chicken Meat chopped (Mix of thigh/drumstick/ wings/ breast) atleast 1 kg / pack	500	100	100	100	100	100
	pack	Garlic , medium size, 1 kg / pack	84	16	17	17	17	17
	pack	Onions, small size , 1 kg / pack	84	16	17	17	17	17

*Nothing follows

Prepared by: 

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

Reviewed by: 

AMELYN P. CABRERA
SWO V , DIVISON CHIEF- PROTSD