

**INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Food Supplies of Regional Haven for Women and Girls
(RHWG) for CY 2026
NPCP 2025-10-01 (EPA)**

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 of Regional Haven for Women and Girls (RHWG) for CY 2026** in accordance with Section 35.11 of the Implementing Rules and Regulations of the Republic Act 12009, otherwise known as the “New Government Procurement Act”. The Approved Budget for the Contract (ABC) is **One Million Four Hundred Seventeen Thousand Nine Hundred Eighty Pesos (1, 417, 980.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	27 October 2025 to 03 November 2025 at 12:00NN
Deadline for Submission of Bids	03 November 2025 at 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 70 of RA 12009, 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

***-ORIGINALLY SIGNED-
ENRIQUE H. GASCON JR.***

Chairperson, Bids and Awards Committee

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 of Regional Haven for Women and Girls (RHWG) for CY 2026	1 LOT	Regional Haven for Women and Girls , 40 North Drive, Baguio City	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 <i>Please indicate "Comply" or "Not Comply"</i>
1	96	pack	Pork, ground freshly butchered or at least butchered 1 day before the date of delivery, atleast 80% lean meat and 20%fat	
2	144	pack	Pork Chop, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	
3	144	pack	Pork, kasim, freshly butchered or at least butchered 1 day before the date of delivery, odorless, at least 1kg/pack	
4	192	pack	Pork Liempo, freshly butchered or at least butchered 1 day before the date of delivery, sliced, fresh, odorless at least 1kg/pack	
5	72	pack	Pork Pata, slice, fresh, odorless, at least 1kg/pack	
6	12	pack	Pork liver, fresh, medium size at least 1kg/pack	
7	96	pack	Bangus, daing (boneless), medium, at least 4-5pcs/pack, 500g/pack	
8	144	pack	Bangus, fresh, medium size at least 1kg/pack	
9	144	pack	Tilapia, fresh, medium size at least 1kg/pack	
10	96	pack	Galunggong, fresh, medium size, atleast 1 kg/pack	
11	96	pack	Dalagang bukid, fresh, medium size, at least 1kg/pack	
12	48	pack	Maya-maya, sliced, fresh, medium size, at least 1 kg/pack	
13	144	pack	Chicken, quarter legs, at least 1kg/pack	
14	96	pack	Chicken breast, at least 1kg/pack	
15	288	pack	Chicken, whole, chopped at least 1kg/pack	
16	24	pack	Chicken liver, fresh, at least 1kg/pack	
17	24	pack	Chicken, gizzard, fresh, at least 1kg/pack	
18	192	pack	Beef Ribs, freshly butcher, sliced at least 1kg/pack	
19	192	pack	Beef, cubes, freshly butcher, at least 80%lean meat, 1 kg/pack	
20	12	pack	Alamang, fresh, at least 1kg/pack	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE <i>Please indicate "Comply" or "Not Comply"</i>
21	12	pack	Dried shrimp, 1kg/pack	
22	144	pack	Tinapa,(galunggong) medium size, 1kg/pack	
23	24	pack	Dilis dried fish atleast 1kg/pack	
24	24	pack	Tuyo (dried fish), kaliskis, medium, at least 1kg/pack	
25	144	pack	Longganisa 1 kg/pack	
26	96	pack	Hotdog, regular size, 1kg/pack	
27	144	pack	Tocino, 1kg/pack	
28	192	tray	Eggs, large size, at least 63g, 30pcs/tray	
29	96	pack	Ampalaya fruit, medium size, green, at least 1kg/pack	
30	48	bundle	Ampalaya leaves, green, at least 250g/bundle	
31	96	pack	Baguio Beans, medium size, 1kg/pack	
32	12	pack	Bell pepper, medium size, at least 1kg/pack	
33	96	pack	Broccoli, medium size, 1kg/pack	
34	96	pack	Cabbage, medium size, at least 1kg/pack	
35	96	pack	Carrots, medium size, at least 1kg/pack	
36	96	pack	Cauliflower, medium size, 1kg/pack	
37	96	pack	Chayote fruit, medium size, at least 1 kg/pack	
38	96	pack	Eggplant, medium size 1 kg/pack	
39	12	pack	Gabi fruit, medium size at least 1kg/pack	
40	96	pack	Garlic, medium size, 1kg/pack	
41	48	pack	Ginger, medium size, 1 kg/pack	
42	12	bundle	Malungay leaves, green, at least 250g/bundle	
43	96	pack	Okra, medium size, at least 1kg/pack	
44	12	pack	Onion leeks, green, medium size, fresh, at least 500g/pack	
45	96	pack	Onion, bulb, red, medium size, at least 1kg/pack	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE <i>Please indicate “Comply” or “Not Comply”</i>
46	96	pack	Patola, medium size, at least 1kg/pack	
47	96	bundle	Pechay, medium size, green, at least 1kg/bundle	
48	96	pack	Potatoes, medium size, 1kg/pack	
49	12	bundle	Saluyot, green, fresh, at least 500g/bundle	
50	96	pack	Squash fruit, medium size, 1 kg/pack	
51	96	bundle	String beans, green, fresh, at least 1kg/bundle	
52	96	pack	Eggplant, medium size, at least 1kg/pack	
53	96	pack	Tomato, medium size, half ripe, at least 1kg/pack	
54	96	piece	Upo, 1kg/piece	
55	12	bundle	Water cress, green, fresh, at least 300g/bundle	
56	96	pack	Wombok, medium size, at least 1kg/pack	
57	288	piece	Apple, medium size	
58	144	pack	Oranges, medium size, at least 1 kg/pack	
59	144	pack	Banana, saba, medium size, at least 1kg/pack	
60	235	pack	Banana, Lakatan, medium size, atleast 1kg/pack	
61	144	pack	Sweet potato (kamote), yellow, medium size, at least 1kg/pack	
62	90	pack	Malagkit Rice, white good quality, at least 1kg/pack	
63	40	pack	Barako coffee, ground coffee beans, at least 500g/pack, in a well-sealed packaging	

	TERMS AND CONDITIONS:	STAMENT OF COMPLIANCE Please indicate “ Comply ” or “ Not Comply ”
A.	The bidder can comply with the Schedule of Requirements	
B.	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.	
C.	Fruits and vegetables should look bright even color, good shape, texture and fresh smell and free from dark spots, molds, bruises and dents.	
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.	Delivery date may be rescheduled in case of calamities, pandemic, and other circumstantial situations, the end-user shall closely coordinate with the winning bidder for the change of delivery schedule	
F.	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.	
G.	Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period.	
H.	Payment Term: Payment shall be processed every after complete delivery subject to the submission and/or completion of the required documents for payments	
I.	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	

Name & Signature of Authorized Representative: _____

Designation: _____

PRICE PROPOSAL FORM

Project No: NPCP 2025-10-01 (EPA)

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
1	Pork, ground freshly butchered or at least butchered 1 day before the date of delivery, atleast 80% lean meat and 20%fat	96	pack		
2	Pork Chop, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	144	pack		
3	Pork, kasim, freshly butchered or at least butchered 1 day before the date of delivery, odorless, at least 1kg/pack	144	pack		
4	Pork Liempo, freshly butchered or at least butchered 1 day before the date of delivery, sliced, fresh, odorless at least 1kg/pack	192	pack		
5	Pork Pata, slice, fresh, odorless, at least 1kg/pack	72	pack		
6	Pork liver, fresh, medium size at least 1kg/pack	12	pack		
7	Bangus, daing (boneless), medium, at least 4-5pcs/pack, 500g/pack	96	pack		
8	Bangus, fresh, medium size at least 1kg/pack	144	pack		
9	Tilapia, fresh, medium size at least 1kg/pack	144	pack		
10	Galunggong, fresh, medium size, atleast 1 kg/pack	96	pack		
11	Dalagang bukid, fresh, medium size, at least 1kg/pack	96	pack		
12	Maya-maya, sliced, fresh, medium size, at least 1 kg/pack	48	pack		
13	Chicken, quarter legs, at least 1kg/pack	144	pack		
14	Chicken breast, at least 1kg/pack	96	pack		
15	Chicken, whole, chopped at least 1kg/pack	288	pack		
16	Chicken liver, fresh, at least 1kg/pack	24	pack		
17	Chicken, gizzard, fresh, at least 1kg/pack	24	pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
18	Beef Ribs, freshly butcher, sliced at least 1kg/pack	192	pack		
19	Beef, cubes, freshly butcher, at least 80%lean meat, 1 kg/pack	192	pack		
20	Alamang, fresh, at least 1kg/pack	12	pack		
21	Dried shrimp, 1kg/pack	12	pack		
22	Tinapa,(galunggong) medium size, 1kg/pack	144	pack		
23	Dilis dried fish atleast 1kg/pack	24	pack		
24	Tuyo (dried fish), kaliskis, medium, at least 1kg/pack	24	pack		
25	Longganisa 1 kg/pack	144	pack		
26	Hotdog, regular size, 1kg/pack	96	pack		
27	Tocino, 1kg/pack	144	pack		
28	Eggs, large size, at least 63g, 30pcs/tray	192	tray		
29	Ampalaya fruit, medium size, green, at least 1kg/pack	96	pack		
30	Ampalaya leaves, green, at least 250g/bundle	48	bundle		
31	Baguio Beans, medium size, 1kg/pack	96	pack		
32	Bell pepper, medium size, at least 1kg/pack	12	pack		
33	Broccoli, medium size, 1kg/pack	96	pack		
34	Cabbage, medium size, at least 1kg/pack	96	pack		
35	Carrots, medium size, at least 1kg/pack	96	pack		
36	Cauliflower, medium size, 1kg/pack	96	pack		
37	Chayote fruit, medium size, at least 1 kg/pack	96	pack		
38	Eggplant, medium size 1 kg/pack	96	pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
39	Gabi fruit, medium size at least 1kg/pack	12	pack		
40	Garlic, medium size, 1kg/pack	96	pack		
41	Ginger, medium size, 1 kg/pack	48	pack		
42	Malungay leaves, green, at least 250g/bundle	12	bundle		
43	Okra, medium size, at least 1kg/pack	96	pack		
44	Onion leeks, green, medium size, fresh, at least 500g/pack	12	pack		
45	Onion, bulb, red, medium size, at least 1kg/pack	96	pack		
46	Patola, medium size, at least 1kg/pack	96	pack		
47	Pechay, medium size, green, at least 1kg/bundle	96	bundle		
48	Potatoes, medium size, 1kg/pack	96	pack		
49	Saluyot, green, fresh, at least 500g/bundle	12	bundle		
50	Squash fruit, medium size, 1 kg/pack	96	pack		
51	String beans, green, fresh, at least 1kg/bundle	96	bundle		
52	Eggplant, medium size, at least 1kg/pack	96	pack		
53	Tomato, medium size, half ripe, at least 1kg/pack	96	pack		
54	Upo, 1kg/piece	96	piece		
55	Water cress, green, fresh, at least 300g/bundle	12	bundle		
56	Wombok, medium size, at least 1kg/pack	96	pack		
57	Apple, medium size	288	piece		
58	Oranges, medium size, at least 1 kg/pack	144	pack		
59	Banana, saba, medium size, at least 1kg/pack	144	pack		
60	Banana, Lakatan, medium size, at least 1kg/pack	235	pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
61	Sweet potato (kamote), yellow, medium size, at least 1kg/pack	144	pack		
62	Malagkit Rice, white good quality, at least 1kg/pack	90	pack		
63	Barako coffee, ground coffee beans, at least 500g/pack, in a well-sealed packaging	40	pack		
	TOTAL COST				

Total Quotation in Words: _____

Name of Firm / Company: _____

Office Address: _____

Name & Signature of Authorized Representative: _____

Designation: _____

Contact No.: _____

Email Address: _____

Date: _____

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: _____