

**INVITATION FOR  
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

**Purchase and Delivery of Food Supplies of Reception and Study Center for Children  
(RSCC) for CY 2026  
NPCP 2025-10-02 (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 Reception and Study Center for Children (RSCC) 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 Ten Thousand One Hundred Eighty Pesos ( 1, 010, 180.00)**.

1. The schedule of procurement activities are as follows:

Activities	Date and Time
<b>Availability of the Request for Proposals</b>	27 October 2025 to 03 November 2025 at 12:00NN
<b>Deadline for Submission of Bids</b>	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

**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.

<b>Lot No.</b>	<b>Description</b>	<b>Qty / Unit</b>	<b>Delivery Place</b>	<b>Delivery Period</b>
<b>1</b>	Purchase and Delivery of Food Supplies of Reception and Study Center for Children (RSCC) for CY 2026	<b>1 LOT</b>	Reception and Study Center for Children Building, MB007 Puguis, La Trinidad	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 giniling, at least 80% lean meat and 20% fat, fresh, 1 kg per pack	
2	120	pack	Pork chop, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	
3	120	pack	Pork liempo, freshly butchered or at least butchered 1 day before the date of delivery at least 80% lean meat, 1 kg per pack	
4	72	pack	Pork kasim, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	
5	192	pack	Chicken quarter legs, fresh, odorless 1 kg per pack	
6	96	pack	Chicken breast, fresh, odorless 1 kg per pack	
7	96	pack	Chicken giniling, fresh, odorless 1 kg per pack	
8	24	pack	Chicken liver, chilled, 1 kg per pack	
9	12	pack	Broiler-culls chicken (for pinikpikan), charred and chopped, atleast 3kgs per pack	
10	36	pack	Pampano, chilled, at least 1 kg per pack	
11	120	pack	Milk fish(bangus), chilled, medium size, 1 kg per pack	
12	48	pack	Squid( pusit), chilled, odorless medium size, at least 1kg per pack	
13	72	pack	Beef soup bones, fresh, odorless 1 kg per pack	
14	72	pack	Beef chunks, fresh, odorless 1 kg per pack	
15	36	pack	Shrimps, medium size, fresh, odorless 1kg per pack	
16	36	pack	Clam, small size, fresh, odorless, at least 1kg per pack	
17	36	pack	Pink salmon head, fresh, at least 1kg per pack	
18	36	pack	Pink salmon belly, fresh, 1kg per pack	
19	120	tray	Eggs, large size, at least 63g/piece, 30pcs per tray	
20	36	pack	Tomato, half ripe, at least 1 kg per pack	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE <i>Please indicate "Comply" or "Not Comply"</i>
21	60	pack	Potato, medium size, at least 1 kg per pack	
22	60	pack	Carrots, medium size, at least 1 kg per pack	
23	12	pack	Bell pepper, red and green color, medium size, 1 kg per pack	
24	6	pack	Green Chili/finger chili/long pepper, 1 kg per pack	
25	60	pack	Ginger, at least 1 kg per pack	
26	60	pack	White onions, medium size, at least 1 kg per pack	
27	48	piece	Crown prince squash, large size, atleast 2kgs per piece	
28	120	pack	Chayote fruit medium size, 1 kg per pack	
29	48	piece	Water melon, medium, atleast 2kgs per piece	
30	48	pack	Banana, lakatan, at least 2.5 kgs per pack	
31	48	pack	Banana, dippig, at least 2.5 kgs per pack	
32	480	piece	Apple, medium size	
33	96	kgs	Ripe mango, at least 1kg per pack	
34	96	pack	Grapes, seedless, at least 250g per pack	
35	96	piece	Papaya, medium, atleast 2 kgs per piece	
36	240	piece	Pears, medium size	
37	144	piece	White bread, at least 500g/pack	
38	120	pack	Hamonado longganiza, chilled, skinless, 1 kgs per pack	
39	600	piece	Oranges, (ponkan), medium size	
40	120	pack	Broccoli, at least 1 kg per pack	
41	72	pack	Pechay, at least 1 kg per pack	
42	12	pack	Malunggay leaves, at least 200 g/ pack	
43	96	pack	Eggplant, medium size, at least 1 kg per pack	
44	96	pack	Baguio beans, young, at least 1 kg per pack	

Item	Qty	Unit	Item Description	STAMENT OF COMPLIANCE <i>Please indicate “Comply” or “Not Comply”</i>
45	60	pack	Chinese cabbage, at least 1 kg per pack	
46	24	pack	Gabi fruit (chinese gabi), at least 1 kg per pack	
47	24	pack	Tamarind, unripped, at least 1 kg per pack	
48	12	pack	White beans, at least 1 kg per pack	
49	12	pack	Peanut beans, at least 1 kg per pack	
50	12	pack	Monggo, whole, at least 1 kg per pack	
51	24	pack	Sweet potato fruit, at least 1 kg per pack	
52	12	pack	Lady finger (okra), at least 1 kg per pack	
53	12	bundle	String beans (sitaw), at least 500gram / bundle	
54	96	pack	Strawberry, medium size, at least 1 kg per pack	
55	48	piece	Pineapple, big size, atleast 1.5 kgs per pc	
56	24	pack	Fresh gata, at least 500 ml/pack	
57	12	pack	Calamansi, at least 1 kg per pack	
58	60	pack	Red onions, medium size, at least 1 kg per pack	
59	60	pack	Garlic, medium size, at least 1 kg per pack	
60	50	pack	Malagkit rice, white, good quality, at least 1 kg per pack, with well sealed packaging.	

	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.	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.	

	<b>TERMS AND CONDITIONS:</b>	<b>STAMENT OF COMPLIANCE</b> Please indicate “ <b>Comply</b> ” or “ <b>Not Comply</b> ”
<b>D.</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>E.</b>	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	
<b>F.</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>G.</b>	Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period.	
<b>H.</b>	Payment Term: Payment shall be processed every after complete delivery subject to the submission and/or completion of the required documents for payments	
<b>I.</b>	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 2025-10-02 (EPA)

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
1	Pork giniling, at least 80% lean meat and 20% fat, fresh, 1 kg per pack	96	pack		
2	Pork chop, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	120	pack		
3	Pork liempo, freshly butchered or at least butchered 1 day before the date of delivery at least 80% lean meat, 1 kg per pack	120	pack		
4	Pork kasim, freshly butchered or at least butchered 1 day before the date of delivery, at least 1kg per pack	72	pack		
5	Chicken quarter legs, fresh, odorless 1 kg per pack	192	pack		
6	Chicken breast, fresh, odorless 1 kg per pack	96	pack		
7	Chicken giniling, fresh, odorless 1 kg per pack	96	pack		
8	Chicken liver, chilled, 1 kg per pack	24	pack		
9	Broiler-culls chicken (for pinikpikan), charred and chopped, atleast 3kgs per pack	12	pack		
10	Pampano, chilled, at least 1 kg per pack	36	pack		
11	Milk fish(bangus), chilled, medium size, 1 kg per pack	120	pack		
12	Squid( pusit), chilled, odorless medium size, at least 1kg per pack	48	pack		
13	Beef soup bones, fresh, odorless 1 kg per pack	72	pack		
14	Beef chunks, fresh, odorless 1 kg per pack	72	pack		
15	Shrimps, medium size, fresh, odorless 1kg per pack	36	pack		
16	Clam, small size, fresh, odorless, at least 1kg per pack	36	pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
17	Pink salmon head, fresh, at least 1kg per pack	36	pack		
18	Pink salmon belly, fresh, 1kg per pack	36	pack		
19	Eggs, large size, at least 63g/piece, 30pcs per tray	120	tray		
20	Tomato, half ripe, at least 1 kg per pack	36	pack		
21	Potato, medium size, at least 1 kg per pack	60	pack		
22	Carrots, medium size, at least 1 kg per pack	60	pack		
23	Bell pepper, red and green color, medium size, 1 kg per pack	12	pack		
24	Green Chili/finger chili/long pepper, 1 kg per pack	6	pack		
25	Ginger, at least 1 kg per pack	60	pack		
26	White onions, medium size, at least 1 kg per pack	60	pack		
27	Crown prince squash, large size, atleast 2kgs per piece	48	piece		
28	Chayote fruit medium size, 1 kg per pack	120	pack		
29	Water melon, medium, atleast 2kgs per piece	48	piece		
30	Banana, lakatan, at least 2.5 kgs per pack	48	pack		
31	Banana, dippig, at least 2.5 kgs per pack	48	pack		
32	Apple, medium size	480	piece		
33	Ripe mango, at least 1kg per pack	96	kgs		
34	Grapes, seedless, at least 250g per pack	96	pack		
35	Papaya, medium, atleast 2 kgs per piece	96	piece		
36	Pears, medium size	240	piece		
37	White bread, at least 500g/pack	144	piece		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
38	Hamonado longganiza, chilled, skinless, 1 kgs per pack	120	pack		
39	Oranges, (ponkan), medium size	600	piece		
40	Broccoli, at least 1 kg per pack	120	pack		
41	Pechay, at least 1 kg per pack	72	pack		
42	Malunggay leaves, at least 200 g/ pack	12	pack		
43	Eggplant, medium size, at least 1 kg per pack	96	pack		
44	Baguio beans, young, at least 1 kg per pack	96	pack		
45	Chinese cabbage, at least 1 kg per pack	60	pack		
46	Gabi fruit (chinese gabi), at least 1 kg per pack	24	pack		
47	Tamarind, unripened, at least 1 kg per pack	24	pack		
48	White beans, at least 1 kg per pack	12	pack		
49	Peanut beans, at least 1 kg per pack	12	pack		
50	Monggo, whole, at least 1 kg per pack	12	pack		
51	Sweet potato fruit, at least 1 kg per pack	24	pack		
52	Lady finger (okra), at least 1 kg per pack	12	pack		
53	String beans (sitaw), at least 500gram / bundle	12	bundle		
54	Strawberry, medium size, at least 1 kg per pack	96	pack		
55	Pineapple, big size, at least 1.5 kgs per pc	48	piece		
56	Fresh gata, at least 500 ml/pack	24	pack		
57	Calamansi, at least 1 kg per pack	12	pack		
58	Red onions, medium size, at least 1 kg per pack	60	pack		
59	Garlic, medium size, at least 1 kg per pack	60	pack		

Item	Item Description	QTY	UNIT	Unit Cost	Total Cost
60	Malagkit rice, white, good quality, at least 1 kg per pack, with well sealed packaging.	50	pack		
	<b>TOTAL COST</b>				

Total Quotation in Words: \_\_\_\_\_ SS \_\_\_\_\_

\_\_\_\_\_

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**

<b>Name of the Completed Contract</b>	<b>Contract Date</b>	<b>Period/ Duration / Delivery Date</b>	<b>Amount Involved</b>	<b>Definition or description of the project or major categories of work</b>	<b>Supporting Documentary Proofs (e.g. End-User acceptance, Official Receipts, sales invoice) Attached as Annex “ _ ”</b>

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

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

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

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