

**INVITATION FOR**  
**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**  
**Purchase and Delivery of Food Supplies for the 16th Cycle SFP Implementation in San**  
**Quintin, Abra**  
**NPCP 2026-05-03**

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 16th Cycle SFP Implementation in San Quintin, Abra** 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 **Two Hundred Twenty Two Thousand Six Hundred Fifteen Pesos (PhP 222, 615.00)**.

I. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	07 May 2026 to 05:00PM 13 May 2026
Deadline for Submission of Bids	05:00PM 13 May 2026

**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 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

  
**CECILE AGUILAN BASAWIL, PhD**  
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 16th Cycle SFP Implementation in San Quintin, Abra	1 LOT	Municipal Hall / Child Development Centers of San Quintin, Abra	Based on Final Delivery Schedule to be attached to the Notice to Proceed.

**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	270	pack	Chicken meat, mixture of thigh, wings, breast and drumsticks, at least 1 kg per pack	
2	193	pack	Pork meat, at least 80% lean, 1 kilo per pack	
3	525	piece	Chicken eggs, medium size, at least 56 grams per piece	
4	132	pack	Squash, fruit, small sizes, at least 1 kilo per pack	
5	132	pack	Potato, medium size, at least 1 kilo per pack	
6	66	pack	Monggo, cracked, at least 500 grams per 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. Any re-scheduling of delivery date will be agreed upon by the MSWDO, supplier and SFP staff during calamities, holidays, pandemic and other circumstantial situation.	
C.	Poultry, meat and fish is firm to touch, have no foul odor and looks clean cuts. Perishable goods must be kept in coolers, refrigerators, styro-boxes and other cooling device to prevent spoilage during delivery.  Vegetables must also be fresh, look bright even color, good shape, texture, fresh smell and free from any signs of decay, molds, bruises, dark spots 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.	

	<b>TERMS AND CONDITIONS:</b>	<b>STAMENT OF COMPLIANCE</b> Please indicate "Comply" or "Not Comply"
E.	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites.	
F.	The Bidder should assist in the distribution of goods and must stay until distribution is done to ensure that concerns during distribution is addressed.	
G.	Goods are expected to be sanitary, locally produced and fit for children/human consumption.	
H.	Subjected to 1% retention fee of progress payments and be released after the lapsed of warranty period.	
I.	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.	
J.	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 2026-05-03

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Chicken meat, mixture of thigh, wings, breast and drumsticks, at least 1 kg per pack	270	pack		
2	Pork meat, at least 80% lean, 1 kilo per pack	193	pack		
3	Chicken eggs, medium size, at least 56 grams per piece	525	piece		
4	Squash, fruit, small sizes, at least 1 kilo per pack	132	pack		
5	Potato, medium size, at least 1 kilo per pack	132	pack		
6	Monggo, cracked, at least 500 grams per pack	66	pack		

Total Quotation in Words:

\_\_\_\_\_

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

Office Address: \_\_\_\_\_

Name &amp; 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. 12009, 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 &amp; Signature of Authorized Representative: \_\_\_\_\_

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

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

**Delivery Schedule for the Purchase of Food Supplies for the 16th Cycle of Supplementary Feeding Program in San Quintin, Abra**

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED					
				1st Delivery	2nd Delivery	3rd Delivery	4th Delivery	5th Delivery	6th Delivery
1	Pack	Chicken meat, mixture of thigh, wings, breast and drumsticks, atleast 1 kg per pack	270	45	45	45	45	45	45
2	Pack	Pork meat, at least 80% lean, 1 kilo per pack	193	33	32	32	32	32	32
3	Piece	Chicken eggs, medium size, atleast 56 grams per piece	525	88	88	88	87	87	87
4	Pack	Squash, fruit, small sizes, at least 1 kilo per pack	132	22	22	22	22	22	22
5	Pack	Potato, medium size, at least 1 kilo per pack	132	22	22	22	22	22	22
6	Pack	Monggo, cracked, at least 500 grams per pack	66	11	11	11	11	11	11
7	Piece	Nutribun, Carrot Variant, at least 60 grams per piece	690	115	115	115	115	115	115
8	Piece	Nutribun, Squash Variant, at least 60 grams per piece	690	115	115	115	115	115	115
9	Pouch	Champorado Ready-To-Eat, at least 150g per pouch	2,070	2,070					

10	Pack	Pancit Laddit, dried miki at least 500g/pack	132	66			66		
11	Pack	Pancit Bihon, at least 500g per pack	66	33			33		
12	Pack	Sotanghon, at least 200 grams per pack	65	33			32		
13	Pack	Macaroni Pasta, Elbow, at least 500 grams per pack	66	33			33		
14	Pack	All Purpose Flour, atleast 1 kg/pack	198	99			99		
15	Pack	Baking powder, atleast 50 grams/pack	66	33			33		
16	Pack	Sugar, brown, at least 500 grams per pack	132	66			66		
17	Bottle	Soy sauce, at least 500 ml per bottle	132	66			66		
18	Bottle	Vinegar, at least 385 ml per bottle	66	33			33		
19	Pack	Vegetable Cooking oil, atleast 1 liter/pack	265	133			132		
20	Pack	Tomato sauce, Filipino Style, at least 250 grams per pack	60	30			30		
21	Pack	Cornstarch, at least 200 grams per pack	45	23			22		

22	Can	Evaporated Filled Milk, 350 ml/can	64	32			32		
23	Pack	Strawberry Oatmeal, at least 35g per pack	1,380	690			690		
24	Pack	Banana Oatmeal, at least 35g per pack	1,380	690			690		

<b>Signature :</b> <b>Printed Name :</b> <b>Designation :</b>	<p><b>Prepared by:</b></p> <p style="text-align: center;"><i>JIP</i></p> <p><b>JENNIFER I. PAIKING</b></p> <p>Project Development Officer II</p> <p style="text-align: right;"><b>Reveiwed by:</b></p> <p style="text-align: right;"><i>EBA</i></p> <p style="text-align: right;"><b>ELEONOR B. AYAN</b></p> <p style="text-align: right;">Nutritionist Dietitian III</p>
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