INVITATION FOR
NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION
Purchase and Delivery of Food Supplies for the 16th Cycle SFP Implementation in Itogon, Benguet
NPCP 2026-06-21

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 Itogon, Benguet** 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 ***Six Hundred Fifty-Four Thousand Pesos (PhP 654, 000.00).***

1. The schedule of procurement activities are as follows:

Activities	Date and Time
Availability of the Request for Proposals	11 June 2026 to 5:00PM 18 June 2026
Deadline for Submission of Bids	5:00PM 18 June 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.

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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 Itogon, Benguet	1 LOT	Municipal Hall / Child Development Centers of Itogon, Benguet	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: _____

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Annex "B"

Technical Specifications

Item	Qty	Unit	Item Description	***STATEMENT OF COMPLIANCE*** *Please indicate* ***"Comply"*** *or* ***"Not Comply"***
1	1,500	Pack	Monggo, cracked, at least 500 grams / pack	
2	11,000	Piece	Chicken Eggs, medium size , at least 56 grams/piece	
3	113	Sack	**RICE** **Grading Quality:** at least 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	
4	1,500	Pack	Malagkit Rice, white, at least 1 kg per pack, in a well-sealed packaging	

	TERMS AND CONDITIONS:	**STATEMENT 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.	Lentils/ legumes should be uniform size and shapes, with natural aroma, clean and free from impurities. Eggs should be free from defects, clean and unbroken shells. The sell date should be indicated on the egg cartoon/tray and lentils per pack	

	TERMS AND CONDITIONS:	STATEMENT OF COMPLIANCE Please indicate **"Comply"** or **"Not Comply"**
	Rice sacks must be well sealed, in its original packaging and must bear the manufacturer's name, date of milling. Rice to be delivered should be milled three (3) months prior to the date of delivery.	
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.	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: _____

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Annex "C"

PRICE PROPOSAL FORM

Project No: NPCP 2026-06-21

Item	Description	QTY	UOM	Unit Cost	Total Cost
1	Monggo, cracked, at least 500 grams / pack	1,500	Pack		
2	Chicken Eggs, medium size , at least 56 grams/piece	11,000	Piece		
3	**RICE** **Grading Quality:** at least 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	113	Sack		
4	Malagkit Rice, white, at least 1 kg per pack, in a well-sealed packaging	1,500	Pack		

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

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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 & Signature of Authorized Representative: _____

Designation: _____

Date: _____

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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	Monggo dried, half crack, 500 grams per pack	1,500	250	250	250	250	250	250
2	Piece	Eggs,medium size ,at least 56 grams per piece	11,000	1,835	1,833	1,833	1,833	1,833	1,833
3	Sack	Rice, Well-Milled, at least (25 kilos/sack)	113	57			56		
4	Pack	Malagkit Rice 1 kg per pack	1,500	750			750		