



Department of Social Welfare and Development

REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE XII**

PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

**REQUEST FOR QUOTATION
COMMUNITY PARTICIPATION PROCUREMENT – SUPPLEMENTARY
FEEDING PROGRAM CYCLE 12TH TANTANGAN, SOUTH COTABATO**

Reference Number: **NPCP-DSWD12-2022-SFP-001**

1. In view of the Community Participation Procurement, the **Department of Social Welfare and Development Field Office XII (DSWD FO XII)**, through its Bids and Awards Committee (BAC) invites registered community-based cooperatives to participate in the community participation procurement for the **Supplementary Feeding Program Cycle 12th Tantaran, South Cotabato** in accordance with Section 53.12 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”.
2. The Approved Budget for the Contract is **One Million Three Hundred Thirty-Eight Thousand Seven Hundred Fifty Pesos Only (Php1,338,750.00)** inclusive of all applicable taxes.
3. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from October 28, 2022 to November 3, 2022, 8:00 AM to 4:30 PM.
4. The schedule of the bidding activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	<u>October 28, 2022</u>
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	On or before November 3, 2022, 4:30 PM.
Opening of Quotations	November 4, 2022, 10:00 AM

5. Interested bidders shall submit the following documents in sealed envelopes, labelled as “Negotiated Procurement - Community Participation Procurement for Supplementary Feeding Program Cycle 12th, Tantaran, South Cotabato”. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.



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Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Requirements

- a. 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 NGAs²⁴ or LGUs,²⁵ and
- b. A sworn affidavit (Appendix “1”) executed by the head or its authorized representative that affirms that:
 - i. 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. 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 e

Technical Requirements

- c. 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.

II. FINANCIAL COMPONENT ENVELOPE



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- f. 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. For Organized CSG that has participated in any government Community-based Project for the past two (2) years:
 - g. 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
 - h. 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.
6. The **DSWD FO XII** reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

Sgd. BAILANO SALIK-ALI, RSW
Chairperson, DSWD FOXII BAC

**Price Quotation Form for the Community Participation
Procurement of Supplementary Feeding Program Cycle 12th
Implementation in Tantaran, South Cotabato**

Date: **October 28, 2022**

Ref. No. **NPCP-DSWD12-2022-SFP-001**

To: **DSWD Field Office XII**
Purok Bumanaag, Brgy. Zone III
City of Koronadal

Gentlemen and/or Ladies:

Having examined the **Community Participation Procurement** including the Amendments and Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver services for the **Supplementary Feeding Program Cycle 12th Implementation in Tantaran, South Cotabato** for the sum of

_____ in
[total price offer amount in words]

conformity with the said Bidding Documents for the sum

(₱ _____)

[total price offer amount in figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amount, and within the times specified in the Bidding Documents.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Request for Quotation.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____, **2022**

Signature

in the capacity of

Duly authorized to sign Bid for and on behalf of _____

Technical Specifications

1. The project is for the **Community Participation Procurement for Supplementary Feeding Program Cycle 12, Tangangan, South Cotabto** with NP2FB-DSWD12-2022-NORMALIZATION-001 as Reference Number.
2. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance
	Fish and Poultry Products:	
1	Egg, chicken, fresh, medium	
2	Chicken,whole, frozen/fresh, atleast 1kg per pc (packed per piece)	
3	Dilis, dried, small, (packed per 100 grams)	
	Vegetables and other perishables:	
4	Garlic, bulb (packed per 100 grams)	
5	Onion, bulb, red, medium size, (packed per 100 grams)	
6	Potato, tuber, medium size	
7	Carrots, rootcrop	
8	Sayote, rootcrop	
9	Monggo, dried, green, (packed per 200 grams)	
	Groceries and other items:	
10	Tuna, Flakes in oil, canned, (155g/can) (non-easy open and halal certified)	
11	Corned beef, canned, fortified with Iron and Zinc,(150g/can) (non-easy open and halal certified)	
12	Cooking oil, coconut, halal certified, 500 ml per bottle	
13	Soy sauce, halal certified, (200 ml/pouch)	
14	Sugar, brown, 500g per pack	

15	Salt, iodized, coarse 250g per pack
16	Pancake mix with syrup, halal certified, (200g/pack)
17	Noodles, dried bihon, halal certified, 500 grams per pack
18	Rice, commercial, polished, white, whole grain
	NOTES:
	Free delivery to LGU's receiving area, based on the attached schedule of delivery and timeline (8:00 AM to 12:00 NN).
	Perishable goods to be delivered with cold storage.
	Suppliers should observe the health/safety protocols, must wear the prescribed personal protective equipment (PPE) during delivery.
	Supplier may deliver easy open canned goods if not available in the market, supported by a certification of its non-availability from the Manufacturer.
	DELIVERY:
	Contract duration for delivery is 60 working days or 3 months from the receipt of Purchase Order.
	Delivery will commence 10 days upon the receipt of Purchase Order.
	All food items on the Delivery Schedule must be delivered on the same day. The supplier must coordinate to the End-user/assigned Field Office staff 2-3 days before the delivery date.
	Any damaged/lacking goods upon delivery by the supplier shall be replaced immediately within 24 hours.
	Expiration dates of grocery items shall be minimum of six (6) months upon delivery.
	Food items must be HALAL certified and whole chicken must have NMIS certification during delivery.
	Poultry and other perishable goods should be fresh or frozen upon delivery.
	The supplier must bring their own digital weighing scales during the delivery of goods.
	Packaging (in sets per DCC based on the attached schedule and quantity) shall be done in the supplier's warehouse. The supplier shall provide clean and durable packaging of goods (eco-bags/sako bags/boxes) to prevent damages or deterioration during transit to their final destination. The packaging shall be sufficient to withstand, without limitation, rough handling during transit.

	Repacked/unlabeled goods such as cooking oil, and soy sauce are not accepted to ensure food safety.	
	INSPECTION, ACCEPTANCE AND DELIVERY:	
	DSWD Inspection Committee, Designated Inspectorate at the LGU level- MAT/CO-MAT Leaders;	
	Final Acceptance by the DSWD Acceptance Committee, End-User, C/MSWDO/Focal Person shall be done at the LGU's receiving area.	
	PAYMENT TERM:	
	Monthly upon completion of supporting documents (Delivery Receipts, Sales/Charge Invoice) of the total monthly delivery for payment processing.	

I hereby certify to comply with all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

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.

NPCP-DSWD12-2022-SFP-001 Community Participation Procurement for Supplementary Feeding Program Cycle 12th, Tantaran, South Cotabato

Stock No.	List of Food Items	Unit	Total Quantity for 60 days	1st Delivery	2nd Delivery	3rd Delivery	4th Delivery	5th Delivery	6th Delivery	Delivered, Weeks/Months
	<i>Fish and Poultry Products:</i>									
1	Egg, chicken, fresh, medium	pc	14,278	2,380	2,380	2,380	2,380	2,380	2,378	Will commence upon the receipt of the purchase order and As per Schedule of the End-User within the period from November to December 2022
2	Chicken, whole, frozen/fresh, atleast 1kg per pc (packed per piece)	kg	2,040	340	340	340	340	340	340	
3	Dilis, dried, small, (packed per 100 grams)	kg	140	23	23	23	23	23	25	
	<i>Vegetables and other perishables:</i>		-							
4	Garlic, bulb (packed per 100 grams)	kg	121	20	20	20	20	20	21	

5	Onion, bulb, red, medium size, (packed per 100 grams)	kg	121	20	20	20	20	20	21
6	Potato, tuber, medium size	kg	203	34	34	34	34	34	33
7	Carrots, rootcrop	kg	204	34	34	34	34	34	34
8	Sayote, rootcrop	kg	180	30	30	30	30	30	30
9	Monggo, dried, green, (packed per 200 grams)	kg	405	68	68	68	68	68	65
	Groceries and other items:								
10	Tuna, Flakes in oil, canned, (155g/can) (non-easy open and halal certified)	can	3,060	510	510	510	510	510	510
11	Corned beef, canned, fortified with Iron and Zinc,(150g/can) (non-easy open and halal certified)	can	3,061	510	510	510	510	510	511
12	Cooking oil, coconut, halal certified, 500 ml per bottle	bottle	590	98	98	98	98	98	100
13	Soy sauce, halal certified, (200 ml/pouch)	pouch	555	93	93	93	93	93	90
14	Sugar, brown, 500g per pack	pack	406	68	68	68	68	68	66
15	Salt, iodized, coarse 250g per pack	pack	240	40	40	40	40	40	40

16	Pancake mix with syrup, halal certified, (200g/pack)	pack	4,590	765	765	765	765	765	765	
17	Noodles, dried bihon, halal certified, 500 grams per pack	pack	1,050	175	175	175	175	175	175	
18	Rice, commercial, polished, white, whole grain	kg	3,283	547	547	547	547	547	548	

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of Origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	Fish and Poultry Products:							
1	Egg, chicken, fresh, medium							
2	Chicken, whole, frozen/fresh, at least 1kg per pc (packed per piece)							
3	Dilis, dried, small, (packed per 100 grams)							
	Vegetables and other perishables:							
4	Garlic, bulb (packed per 100 grams)							
5	Onion, bulb, red, medium size, (packed per 100 grams)							

6	Potato, tuber, medium size							
7	Carrots, rootcrop							
8	Sayote, rootcrop							
9	Monggo, dried, green, (packed per 200 grams)							
	Groceries and other items:							
10	Tuna, Flakes in oil, canned, (155g/can) (non-easy open and halal certified)							
11	Corned beef, canned, fortified with Iron and Zinc,(150g/can) (non-easy open and halal certified)							
12	Cooking oil, coconut, halal certified, 500 ml per bottle							
13	Soy sauce, halal certified, (200 ml/pouch)							
14	Sugar, brown, 500g per pack							
15	Salt, iodized, coarse 250g per pack							
16	Pancake mix with syrup, halal certified, (200g/pack)							
17	Noodles, dried bihon, halal certified, 500 grams per pack							
18	Rice, commercial, polished, white, whole grain							
	NOTES:							
	Free delivery to LGU's receiving area, based on the attached schedule of delivery and timeline (8:00 AM to 12:00 NN).							
	Perishable goods to be delivered with cold storage.							

	Suppliers should observe the health/safety protocols, must wear the prescribed personal protective equipment (PPE) during delivery.				
	Supplier may deliver easy open canned goods if not available in the market, supported by a certification of its non-availability from the Manufacturer.				
	DELIVERY:				
	Contract duration for delivery is 60 working days or 3 months from the receipt of Purchase Order.				
	Delivery will commence 10 days upon the receipt of Purchase Order.				
	All food items on the Delivery Schedule must be delivered on the same day. The supplier must coordinate to the End-user/assigned Field Office staff 2-3 days before the delivery date.				
	Any damaged/lacking goods upon delivery by the supplier shall be replaced immediately within 24 hours.				
	Expiration dates of grocery items shall be minimum of six (6) months upon delivery.				
	Food items must be HALAL certified and whole chicken must have NMIS certification during delivery.				
	Poultry and other perishable goods should be fresh or frozen upon delivery.				
	The supplier must bring their own digital weighing scales during the delivery of goods.				
	Packaging (in sets per DCC based on the attached schedule and quantity) shall be done in the supplier's warehouse. The supplier shall provide clean and durable packaging of goods (eco-bags/sako bags/boxes) to prevent damages or deterioration during transit to their final destination. The				

	packaging shall be sufficient to withstand, without limitation, rough handling during transit.				
	Repacked/unlabeled goods such as cooking oil, and soy sauce are not accepted to ensure food safety.				
	INSPECTION, ACCEPTANCE AND DELIVERY:				
	DSWD Inspection Committee, Designated Inspectorate at the LGU level- MAT/CO-MAT Leaders;				
	Final Acceptance by the DSWD Acceptance Committee, End-User, C/MSWDO/Focal Person shall be done at the LGU's receiving area.				
	PAYMENT TERM:				
	Monthly upon completion of supporting documents (Delivery Receipts, Sales/Charge Invoice) of the total monthly delivery for payment processing.				

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

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. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's
Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this __ day of [month] [year].

NAME OF NOTARY PUBLIC

[place issued]
issued]

Serial No. of Commission
Notary Public for _____ until
Roll of Attorneys No.
PTR No. _____ [date issued],
IBP No. _____ [date issued], [place

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

* This form will not apply for WB funded projects.