

# Bid Notice Abstract

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|-------------------------|--|
| <b>Reference Number</b> | 10876863   |
| <b>Procuring Entity</b> | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII  |
| <b>Title</b>            | NPCP-DSWD12-2024-05-SFP(LOT3)-002 Negotiated Procurement - Community Participation Procurement of Pasteurized Fresh Milk |
| <b>Area of Delivery</b> | South Cotabato   |

|  |   |
|--|---|
| <b>Solicitation Number:</b>              | 2024-04-0422 SFP LOT3   |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations                            |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Community Participation (Sec. 53.12) |
| <b>Classification:</b>                   | Goods   |
| <b>Category:</b>                         | Food Stuff  |
| <b>Approved Budget for the Contract:</b> | PHP 570,000.00  |
| <b>Delivery Period:</b>                  | 120 Day/s   |
| <b>Client Agency:</b>                    |   |

|                        |   |
|------------------------|---|
| <b>Contact Person:</b> | Loreto Jr. Vargas Cabaya<br>Regional Director<br>Regional Center, Brgy. Carpenter Hill<br>Koronadal City<br>South Cotabato<br>Philippines 9506<br>63-228-3180 Ext.81<br>63-228-3180<br>fo12@dswd.gov.ph |
|------------------------|---|

**Description**

REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT of Pasteurized Fresh Milk For the use of 250 undernourished day care children in LGU T'boli, beneficiaries of 120 days Milk Feeding Program for CY 2024

Reference Number: NPCP-DSWD12-2024-05-SFP (LOT3)-002

- 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 bidders to submit bids in accordance with the Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".
- The Approved Budget for the Contract is Five Hundred Seventy Thousand Pesos Only (Php570, 000.00) inclusive of all applicable taxes.
- Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from May 22, 2024 to May 28, 2024, 8:00 AM to 5:00 PM.
- The schedule of the bidding activities are as follows:

**ACTIVITIES SCHEDULE**  
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation May 21, 2024  
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope) On or before May 28, 2024, 5:00PM.  
Opening of Quotations May 29, 2024, 10:00 AM

- Interested bidders shall submit the following documents in sealed envelopes, labelled as "NPCP-DSWD12-2024-05-SFP(LOT3)-002 Negotiated Procurement - Community Participation Procurement of Pasteurized Fresh Milk":

Checklist of Technical and Financial Documents

**I. TECHNICAL COMPONENT ENVELOPE**

Class "A" Documents  
Legal Requirements

- 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 R-IRR.
- A sworn affidavit (Appendix "1") executed by the head or its authorized representative that affirms that:
  - 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
  - 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.

Technical Requirements

- 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 Procurement.

**II. FINANCIAL COMPONENT ENVELOPE**

- 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 the past two (2) years:
  - 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
  - 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 by the BIR.

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 bidders.

Sgd. JACKIYA A. LAO Chairperson, DSWD FOXII BAC

Price Quotation Form for the Negotiated Procurement - Community Participation Procurement of Pasteurized Fresh Milk Pasteurized Fresh Milk For the use of 250 undernourished day care children in LGU T'boli, beneficiaries of 120 days Milk Feeding Program for CY 2024

Gentlemen and/or Ladies:

Having examined the Request for Quotation (RFQ) for Community Participation Procurement including the Supplemental or Bid Bulletin issued if any, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to submit a bid in the amount of (P \_\_\_\_\_)

[total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes all taxes, duties, and other charges. If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
  - b. to provide a performance security in the form, amounts, and within the times prescribed;
  - c. to abide by the Bid Validity Period and it shall remain binding upon us at any time before the expiration of that period.
- Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us. We understand that you are not bound to accept the Lowest Calculated Bid or any Bid. 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.

Name: \_\_\_\_\_  
Legal capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_

**ANNEX B**

**Technical Specifications**

- 1. The project is for the Negotiated Procurement - Community Participation Procurement of Pasteurized Fresh Milk For the use of 250 undernourished day care children in LGU T'boli, beneficiaries of 120 days Milk Feeding Program.
- 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" 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 Bid or

Item Specification Statement of Compliance  
Lot 3 T'boli  
Pasteurized Fresh Milk, plain/flavored (180-200 ml per pack)

Supply and delivery of the following:  
T'boli- 30,000  
NOTES:

Free Delivery to LGU's receiving areas.

Primary Packaging: Food Grade Polyethylene Bags, labeled with nutritional facts, production date and expiration date.

Secondary Packaging: (in sets per DCC based on the attached schedule and quantity) and shall be done in the supplier's sanitized area prior to the date of delivery. The supplier should be National Dairy Authority or Philippine Carabao Center accredited.

The supplier should have Sanitary Permit.

**DELIVERY:**

Delivery is based on the agreed and conformed schedule set by the End-User and Supplier.

Delivery is within the attached schedule of delivery and timeline (8:00 to 11:00 AM)

Contract duration is 120 working days or 6 months upon the commencement of first delivery.

Milk packs must be delivered frozen in styroboxes. Supplier must provide styroboxes filled with enough ice to keep cold always. Cold chain must not be broken during delivery, distribution, and storage.

The supplier is encouraged to bring extra milk packs (buffer stock), in case of damaged/lacking milkpacks upon delivery.

Any damaged/lacking goods upon delivery shall be replaced within the day.

**INSPECTION AND FINAL ACCEPTANCE:**

Acceptance by the LGU; C/MSWDO/Focal Person/SFP Staff. Inspection by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.

**PAYMENT TERM:** Monthly payment after four completed weekly deliveries and supporting documents such as Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents are complete.

I hereby certify to comply with all the above requirements.

\_\_\_\_\_  
Name of the Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of the Representative

\_\_\_\_\_  
Date

**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.

Negotiated Procurement - Community Participation Procurement of Pasteurized Fresh Milk Pasteurized Fresh Milk For the use of 250 undernourished day care children in LGU T'boli, beneficiaries of 120 days Milk Feeding Program.

Stock No. List of Food Items Unit Quantity Delivered,  
Weeks/Months

Contract duration is 120 working days or 6 months upon the commencement of first delivery.  
Lot 3 T'boli packs 30,000  
Pasteurized Fresh Milk, plain/flavored (180-200 ml per pack)

Supply and delivery of the following:  
T'boli- 30,000  
NOTES:

Free Delivery to LGU's receiving areas.

Primary Packaging: Food Grade Polyethylene Bags, labeled with nutritional facts, production date and expiration date.

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**PAYMENT TERM:** Monthly payment after four completed weekly deliveries and supporting documents such as Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents are co

\* 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 within the Philippines  
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from within the Philippines  
Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1 2 3 4 5 6 7 8 9 10

Item Description Country of Origin Quantity Unit price

EXW per item Transportation and all other costs incidental to delivery, per item Sales and other taxes payable if Contract is awarded, per item Cost of Incidental Services, if applicable, per item Total Price, per unit (col 5+6+7)

Lot 3 T'boli

Pasteurized Fresh Milk, plain/flavored (180-200 ml per pack) 30,000 packs

Supply and delivery of the following:

T'boli- 30,000

NOTES:

Free Delivery to LGU's receiving areas.

Primary Packaging: Food Grade Polyethylene Bags, labeled with nutritional facts, production date and expiration date.

Secondary Packaging: (in sets per DCC based on the attached schedule and quantity) and shall be done in the supplier's sanitized area prior to the date of delivery.

The supplier should be National Dairy Authority or Philippine Carabao Center accredited.

The supplier should have Sanitary Permit.

**DELIVERY:**

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**PAYMENT TERM:** Monthly payment after four completed weekly deliveries and supporting documents such as Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents are co

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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;

[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;

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 financial institutions, or any of their agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financial institutions; Blacklisting;

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 Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

[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;

[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;

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

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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 the awarding of the Contract;

10. 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 crime of Estafa under 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 BIDDER OR ITS AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

[Jurat]  
[Format shall be based on the latest Rules on Notarial Practice]

**Line Items**

| Item No. | Product/Service Name                  |   |
|----------|---------------------------------------|---|
| 1        | Procurement of Pasteurized Fresh Milk | NPCP-DSWD12-2024-05-SFP(LOT3)-002 NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT of Pasteurized Fresh Milk For th |

**Created by** Loreto Jr. Vargas Cabaya

**Date Created** 21/05/2024

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