DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE XII
REGIONAL CENTER, BRGY. CARPENTER HILLS, KORONADAL CITY, 9506

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10)

Reference Number: **NPCP-DSWD12-2024-07-SFP-010A**

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 and Organized Community or Social Groups (CSGs) to participate in the **Community Participation Procurement For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10)** 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 **Five Hundred Eighty-eight Thousand and Seven Hundred Pesos Only (Php588,700.00)** 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 July 23, 2024 to July 26, 2024, 9:00 AM to 5:00 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	**July 23, 2024**
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	**On or before July 29, 2024, 9:00 AM.**
Opening of Quotations	**July 29, 2024, 1:00 PM**

5. Interested bidders shall submit the following documents in sealed envelopes, labelled as **"NPCP-DSWD12-2024-07-SFP-010A NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of**

Isulan and Esperanza, Sultan Kudarat (Lot 10)". The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Legal Documents

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

Class "A" Technical Documents

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

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.

d. Conformity with the:
   i. Technical Specifications, and
   ii. Schedule of Requirements

Class "A" Financial Documents

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.

II. FINANCIAL COMPONENT ENVELOPE

h. Original of duly signed and accomplished Price Quotation Form; and

i. Original of duly signed and accomplished Price Schedule(s).

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. JACKIYA A. LAO
Chairperson, DSWD FOXII BAC

Price Quotation Form for the NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10)

Date: **July 22, 2024**
Ref. No. **NPCP-DSWD12-2024-07-SFP-010A**

To: **DSWD Field Office XII**
Regional Center, Brgy. Carpenter Hills
City of Koronadal, 9506

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 **NPCP-DSWD12-2024-07-SFP-010A NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10)** for the sum of

_____
[total price offer amount in words]
_____ in 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 _____**, 2024**

_____ _____
Signature in the capacity of

Duly authorized to sign Bid for and on behalf of _____

ANNEX B

Technical Specifications

1. The project is for the **NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION PROCUREMENT – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10)** with **NPCP-DSWD12-2024-07-SFP-010A** 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 unamend 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
	Lot 10 SULTAN KUDARAT PROVINCE	
	White Commercial Rice, well milled, 50kg per sack, (preferred variety; 7 Tonner, Banay-Banay, RC 160) – 203 sacks	
	Quality: Rice-long grain, free from Genetically Modified Organism (GMO) rice, fresh, clean and free from any abnormal flavor, odor or color. Not busted, not expired and/or damage. It shall be free of any visible yeast and molds (fungus), insects, stones, fragments or remains of deads insects and/or other impurities of animal origin and is **"fit for human consumption".**	
	Supply and Delivery of the following: Isulan -99 sacks Esperanza -104 sacks Total 203 sacks	
	DELIVERY: Delivery will commence as per schedule by the End-user. Price is inclusive of delivery cost. Free delivery to target delivery site/receiving area per LGU based on the attached delivery and timeline (8:00 AM to 11:00 AM).	

	Goods to be delivered in CLOSED VAN/ if TRUCK, ensure with cover (trapal) to ensure that goods are safe from sudden rain.	
	PACKAGING: All sacks must be clean, dry, undamaged and firmly sewn. Recycled sacks not allowed, nor recycled plastics for making sacks. Closing with double stitch at both ends of sacks. The product with a ''best before''date valid for minimum of **1 year** at the date of delivery. Any damage goods/supply upon delivery by the supplier shall be replaced within a day. The supplier must bring their own weighing scales during the delivery goods, to ensure the quantity per delivery schedule.	
	INSPECTION AND FINAL ACCEPTANCE: Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.	
	PAYMENT TERMS: Monthly payment based on actual delivery with supporting documents (Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents) .	

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 – COMMERCIAL RICE For the use of Supplementary Feeding Program Cycle 14 implementation in the municipalities of Isulan and Esperanza, Sultan Kudarat (Lot 10) with NPCP-DSWD12-2024-07-SFP-010A as reference number

Stock No.	List of Food Items	Unit	Quantity	Delivered, Weeks/Months
	Lot 10 SULTAN KUDARAT PROVINCE			**Will commence upon the receipt of the purchase order and As per Schedule by the End-User**
	White Commercial Rice, well milled, 50kg per sack, (preferred variety; 7 Tonner, Banay-Banay, RC 160)	Sacks	203	
	Quality: Rice-long grain, free from Genetically Modified Organism (GMO) rice, fresh, clean and free from any abnormal flavor, odor or color. Not busted, not expired and/or damage. It shall be free of any visible yeast and molds (fungus), insects, stones, fragments or remains of deads insects and/or other impurities of animal origin and is **"fit for human consumption".**			

	Supply and Delivery of the following: Isulan -99 sacks Esperanza -104 sacks Total 203 sacks			
	DELIVERY: Delivery will commence as per schedule by the End-user. Price is inclusive of delivery cost. Free delivery to target delivery site/receiving area per LGU based on the attached delivery and timeline (8:00 AM to 11:00 AM). Goods to be delivered in CLOSED VAN/ if TRUCK, ensure with cover (trapal) to ensure that goods are safe from sudden rain.			
	PACKAGING: All sacks must be clean, dry, undamaged and firmly sewn. Recycled sacks not allowed, nor recycled plastics for making sacks. Closing with double stitch at both ends of sacks. The product with a ''best before''date valid for minimum of **1 year** at the date of delivery. Any damage goods/supply upon delivery by the supplier shall be replaced within a day. The supplier must bring their own weighing scales during the delivery goods, to ensure the quantity per delivery schedule.			
	INSPECTION AND FINAL ACCEPTANCE:			

	Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.			
	PAYMENT TERMS: Monthly payment based on actual delivery with supporting documents (Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents) .			

* 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+ 8**	**Total Price, per unit (col 5+6+7+ 8)**	**Total Price delivered Final Destination (col 9) x (col 4)**
	Lot 10 SULTAN KUDARAT PROVINCE								
	White Commercial Rice, well milled, 50kg per sack, (preferred variety; 7 Tonner, Banay-Banay, RC 160)		203 Sacks						
	Quality: Rice-long grain, free from Genetically Modified Organism (GMO) rice, fresh, clean and free from any abnormal flavor, odor or color. Not busted, not expired and/or damage. It shall be free of any visible yeast and molds								

	(fungus), insects, stones, fragments or remains of deads insects and/or other impurities of animal origin and is **"fit for human consumption".**								
	Supply and Delivery of the following: Isulan -99 sacks Esperanza -104 sacks Total 203 sacks								
	DELIVERY: Delivery will commence as per schedule by the End-user. Price is inclusive of delivery cost. Free delivery to target delivery site/receiving area per LGU based on the attached delivery and timeline (8:00 AM to 11:00 AM). Goods to be delivered in CLOSED VAN/ if TRUCK, ensure with cover (trapal) to ensure that goods are safe from sudden rain.								
	PACKAGING: All sacks must be clean, dry, undamaged and firmly sewn. Recycled sacks not allowed, nor recycled plastics for making sacks. Closing with double stitch at both ends of sacks. The product with a "best before"date valid for minimum of **1 year** at the date of delivery.								

	Any damage goods/supply upon delivery by the supplier shall be replaced within a day. The supplier must bring their own weighing scales during the delivery goods, to ensure the quantity per delivery schedule.								
	INSPECTION AND FINAL ACCEPTANCE: Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.								
	PAYMENT TERMS: Monthly payment based on actual delivery with supporting documents (Delivery Receipts (DR), Inspection and Acceptance Report (IAR), Sales/Charge Invoice and Photo documents) .								

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 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on 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 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 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 any procurement project or activity.

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 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 BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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