



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

**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION For the**  
**use of Supplementary Feeding Program CY 2025 implementation in**  
**LGU Matalam, Cotabato Province (LOT 11)**  
Reference Number: **NPCP-DSWD12-SFP-2025-03-011**

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 **NPCP-DSWD12-SFP-2025-03-011 For the use of Supplementary Feeding Program CY 2025 implementation in LGU Matalam, Cotabato Province (LOT 11)** 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 **Three Hundred Eighty-six Thousand and Five Hundred Thirty-five Pesos Only (Php 386, 535.00)** 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 **21 March 2025 to 26 March 2025**, 8:00 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	<b><u>22 March 2025</u></b>
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	<b>On or before 26 March 2025, 5:00PM.</b>
Opening of Quotations	<b>27 March 2025, 10:00 AM</b>

5. Interested bidders shall submit the following documents in sealed envelopes, labelled as **“NPCP-DSWD12-SFP-2025-03-011 For the use of Supplementary Feeding Program CY 2025 implementation in LGU Matalam, Cotabato Province (LOT 11)”**. The



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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” 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 NGAs<sup>24</sup> or LGUs,<sup>25</sup> 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**



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

REGIONAL CENTER, BRGY. CARPENTER HILLS, KORONADAL CITY, 9506

- 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. JACKIYA A. LAO**  
Chairperson, DSWD FOXII BAC

**Price Quotation Form for the NPCP-DSWD12-SFP-2025-03-011 For  
the use of Supplementary Feeding Program CY 2025  
implementation in LGU Matalam, Cotabato Province (LOT 11)**

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

Ref. No. **NPCP-DSWD12-SFP-2025-03-011**

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-SFP-2025-03-011 For the use of Supplementary Feeding Program CY 2025 implementation in LGU Matalam, Cotabato Province (LOT 11)** for the sum of

\_\_\_\_\_ in  
[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 \_\_\_\_\_, **2025**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
in the capacity of

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Technical Specifications

1. The project is **For the use of Supplementary Feeding Program CY 2025 implementation in LGU Matalam, Cotabato Province (LOT 11)** with **NPCP-DSWD12-SFP-2025-03-011** 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
<b>LOT 11</b>	<b>Matalam, Cotabato Province</b>	
	<b><i>Fresh Vegetables:</i></b>	
1	Potato, tuber, medium size (at least 160 grams/pc)	
2	Fresh Carrots, (at least 160 grams per pc)	
3	Fresh Bisol, medium size, (at least 250 grams/pc)	
4	Fresh Green Cabbage, at least 250 grams/pc)	
5	Fresh Upo, fruit, medium size, (at least 500 grams/pc)	
6	Dried Green Monggo (packed per 200 grams) Total # of packs @ 200g/pack = 1,705 packs	
7	Garlic, bulb (packed per 100 grams), Total # of packs @100g/pack = 3,770 packs	
8	Red onion bulb (medium size and packed per 100 grams), Total # of packs @100g/pack = 3,770 packs	
9	Ginger, rhizome (packed per 100 grams), Total # of packs	

	<p>@ 100g/pack = 1,110 packs</p>	
	<p>DELIVERY TERM:</p> <p>Delivery will commence as per schedule by the End-user.</p> <p>Delivery is within the attached schedule of delivery and timeline (8:00 to 12:00 NN)</p> <p>Notes:</p> <p>Free delivery to LGU's designated receiving areas.</p> <p>Supplier must observe the health/safety protocols, must wear face mask and gloves during delivery.</p> <p>All food items on the Delivery Schedule must be delivered on the same day @ the designated receiving areas. Any changes in the delivery schedule, the End-user will coordinate to the Supplier 3-5 days before the delivery date.</p> <p>Any damaged/lacking goods upon delivery shall be replaced immediately. The Supplier must bring buffer stock for replacement.</p> <p>Vegetables must be fresh upon delivery.</p> <p>Packaging: (in sets per DCC based on the attached schedule and quantity) shall be done in the supplier's warehouse prior to the date of delivery. 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.</p> <p>Supplier should have clean, and sanitized area for packing and storing of food commodities.</p> <p>The supplier must have clean Delivery Vehicle.</p>	

	<p>The supplier must provide "lapagan" like "trapal", and crates where the food items will be placed during delivery.</p> <p>ACCEPTANCE and INSPECTION:</p> <p>Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee.</p> <p>Final Acceptance by the DSWD Acceptance Committee.</p> <p>PAYMENT TERM:</p> <p>Twenty (20) working days after submission of billing statement and other supporting documents.</p>	
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**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-SFP-2025-03-011 For the use of Supplementary Feeding Program CY 2025 implementation in LGU Matalam, Cotabato Province (LOT 11)**

Stock No.	List of Food Items	Unit	Quantity	Delivered, Weeks/Months
LOT 11	Matalam, Cotabato Province			Will commence upon the receipt of the purchase order and As per Schedule of the End-User
	<b><i>Fresh Vegetables:</i></b>			
1	Potato, tuber, medium size (at least 160 grams/pc)	<b>kg</b>	<b>1,000</b>	
2	Fresh Carrots, (at least 160 grams per pc)	<b>kg</b>	<b>444</b>	
3	Fresh Bisol, medium size, (at least 250 grams/pc)	<b>kg</b>	<b>135</b>	

4	Fresh Green Cabbage, at least 250 grams/pc)	<b>kg</b>	<b>388</b>	
5	Fresh Upo, fruit, medium size, (at least 500 grams/pc)	<b>kg</b>	<b>223</b>	
6	Dried Green Monggo (packed per 200 grams) Total # of packs @ 200g/pack = 1,705 packs	<b>kg</b>	<b>341</b>	
7	Garlic, bulb (packed per 100 grams), Total # of packs @100g/pack = 3,770 packs	<b>kg</b>	<b>377</b>	
8	Red onion bulb (medium size and packed per 100 grams), Total # of packs @100g/pack = 3,770 packs	<b>kg</b>	<b>377</b>	
9	Ginger, rhizome (packed per 100 grams), Total # of packs @ 100g/pack = 1,110 packs	<b>kg</b>	<b>111</b>	
	<p>DELIVERY TERM:</p> <p>Delivery will commence as per schedule by the End-user.</p> <p>Delivery is within the attached schedule of delivery and timeline (8:00 to 12:00 NN)</p> <p>Notes:</p>			

<p>Free delivery to LGU's designated receiving areas.</p> <p>Supplier must observe the health/safety protocols, must wear face mask and gloves during delivery.</p> <p>All food items on the Delivery Schedule must be delivered on the same day @ the designated receiving areas. Any changes in the delivery schedule, the End-user will coordinate to the Supplier 3-5 days before the delivery date.</p> <p>Any damaged/lacking goods upon delivery shall be replaced immediately. The Supplier must bring buffer stock for replacement.</p> <p>Vegetables must be fresh upon delivery.</p> <p>Packaging: (in sets per DCC based on the attached schedule and quantity) shall be done in the supplier's warehouse prior to the date of delivery. 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.</p> <p>Supplier should have clean, and sanitized area for packing and storing of food commodities.</p>			
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<p>The supplier must have clean Delivery Vehicle.</p> <p>The supplier must provide "lapagan" like "trapal", and crates where the food items will be placed during delivery.</p> <p>ACCEPTANCE and INSPECTION:</p> <p>Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee.</p> <p>Final Acceptance by the DSWD Acceptance Committee.</p> <p>PAYMENT TERM:</p> <p>Twenty (20) working days after submission of billing statement and other supporting documents.</p>			
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\* 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]*

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**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)
L O T 11	Matalam, Cotabato Province								
	<b><i>Fresh Vegetables:</i></b>								
1	Potato, tuber, medium size (at least 160 grams/pc)		100 0						

			kgs						
2	Fresh Carrots, (at least 160 grams per pc)		444 kgs						
3	Fresh Bisol, medium size, (at least 250 grams/pc)		135 kgs						
4	Fresh Green Cabbage, at least 250 grams/pc)		388 kgs						
5	Fresh Upo, fruit, medium size, (at least 500 grams/pc)		223 kgs						
6	Dried Green Monggo (packed per 200 grams) Total # of packs @ 200g/pack = 1,705 packs		341 kgs						
7	Garlic, bulb (packed per 100 grams), Total # of packs @100g/pack = 3,770 packs		377 kgs						
8	Red onion bulb (medium size and		377 kgs						

	packed per 100 grams), Total # of packs @100g/pack = 3,770 packs								
9	Ginger, rhizome (packed per 100 grams), Total # of packs @ 100g/pack = 1,110 packs		111 kgs						
	<p>DELIVERY TERM:</p> <p>Delivery will commence as per schedule by the End-user.</p> <p>Delivery is within the attached schedule of delivery and timeline (8:00 to 12:00 NN)</p> <p>Notes:</p> <p>Free delivery to LGU's designated receiving areas.</p> <p>Supplier must observe the</p>								



<p>health/safety protocols, must wear face mask and gloves during delivery.</p> <p>All food items on the Delivery Schedule must be delivered on the same day @ the designated receiving areas. Any changes in the delivery schedule, the End-user will coordinate to the Supplier 3-5 days before the delivery date.</p> <p>Any damaged/lacking goods upon delivery shall be replaced immediately. The Supplier must bring buffer stock for replacement.</p> <p>Vegetables must be fresh upon delivery.</p> <p>Packaging: (in sets per DCC based on the attached schedule and quantity) shall be done in the supplier's warehouse prior to the date of delivery. The supplier shall provide clean and durable packaging of goods (eco-</p>								
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<p>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.</p> <p>Supplier should have clean, and sanitized area for packing and storing of food commodities.</p> <p>The supplier must have clean Delivery Vehicle.</p> <p>The supplier must provide "lapagan" like "trapal", and crates where the food items will be placed during delivery.</p> <p>ACCEPTANCE and INSPECTION:</p> <p>Acceptance by the LGU;C/MSWDO/Focal Person/SFP Staff. Inspected by the DSWD Inspection Committee.</p> <p>Final Acceptance by the</p>								
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	DSWD Acceptance Committee.  PAYMENT TERM:  Twenty (20) working days after submission of billing statement and other supporting documents.								
<b>TOTAL BID AMOUNT</b>									

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

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

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

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

