

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply and Delivery of Pre-Packed Family Food Packs**

**ITB NO. 2022-07-0023**

**Department of Social Welfare and  
Development FO10  
Government of the Republic of the Philippines**

**Sixth Edition  
July 20, 2022**

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# *Glossary of Acronyms, Terms and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nation

# ***Section I. Invitation to Bid***



## **INVITATION TO BID FOR Supply and Delivery of Pre-Packed Family Food Packs**

1. The *Department of Social Welfare and Development Field Office 10* through the **Current Appropriations GAA 2022** intends to apply the sum of **Thirty Five Million Four Hundred Sixty Four Thousand Eight Hundred Eight Pesos and 50/100 Only (Php 35,464,808.50)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Pre-Packed Family Food Packs under ITB No. 2022-07-0023. Bids received in excess of the ABC for each lot/item shall be automatically rejected at bid opening.
2. The *DSWD FO 10* now invites bids for the above Procurement Project. Delivery of the Goods shall be in accordance with Section VI (Schedule of Requirements). Prospective Bidders must have completed a similar contract within the preceding two (2) years, a single contract equivalent to at least twenty-five (25%) percent of the Approved Budget Cost per Lot to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
  - (i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from *DSWD FO 10* BAC Secretariat and inspect the Bidding Documents at the address given below during weekdays (except holidays) from **8:00 AM - 5:00 PM starting July 20, 2022**.
5. A complete set of Bidding Documents may be acquired by interested bidders on the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the, in the amount of Twenty Five Thousand Pesos Only (Php 25,000). The procuring entity shall allow the bidder to present its proof of payment for the fees in person or through e-mail during the conduct of bid opening.
6. The *DSWD FO 10* will hold a Virtual Pre-Bid Conference through videoconferencing via google meet (<https://meet.google.com/nbb-qfux-pco>) on **July 27, 2022 @ 1:30 PM onwards**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before **August 8, 2022 @ 1:00 PM**. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Virtual Bid opening through videoconferencing via google meet shall be on **August 8, 2022 @ 2:00 PM onwards**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. The links will be provided upon submission of bid documents.
10. Each Bidder shall submit one (1) original and two (2) more duplicate copies which should be labeled as "Copy 1" and "Copy 2". The DSWD FO10 will conduct a **Toss Coin** in case of a tie between bidders being the Lowest Calculated and Responsive Bid (LCRB).
11. The *DSWD FO 10* 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**MELPE JEAN B. MAGHANOY**

Head, BAC Secretariat

DSWD Field Office No.10

Masterson Avenue, Upper Carmen, Cagayan de Oro City

Tel No. (088) 858-6333 local 102

[bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph)

13. You may visit the following websites for downloading of Invitation to Bid: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or <https://fo10.dswd.gov.ph/>

July 20, 2022

**ZOSIMO G. BUTIL**  
SWO V/ BAC Chairperson



***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development Field Office 10* wishes to receive Bids for the **Supply and Delivery of Pre-Packed Family Food Packs** with identification number *2022-07-0023*.

The Procurement Project (referred to herein as “Project”) is composed of 1 Lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

14. 2.1. The GOP through the source of funding as indicated below for **Current Appropriations GAA 2022** intends to apply the sum of **Thirty Five Million Four Hundred Sixty Four Thousand Eight Hundred Eight Pesos and 50/100 Only (Php 35,464,808.50)**

2.2. The source of funding is the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a virtual pre-bid conference for this Project on July 27, 2022 @ 1:30 PM onwards through videoconferencing via google meet (<https://meet.google.com/nbb-qfux-pco>).

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *12 months*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one (1) original and two (2) more duplicate copies of its Bid.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***



# Bid Data Sheet

ITB Clause	
5.3	The Bidder must have completed, within the period specified in the Invitation to Bid, a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
7.1	No portion of the contract shall be subcontracted.
12.	<i>No further instructions</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>Seven Hundred Nine Thousand Two Hundred Ninety Six Pesos and 17/100 Pesos (Php 709,296.17)</b> if bid security is in cash, cashiers/manager's check, bank draft/guarantee or irrevocable letter of credit.</li> </ol> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> <li>2. The amount of not less than <b>One Million Seven Hundred Seventy Three Thousand Two Hundred Forty Pesos and 43/100 (Php 1,773,240.43)</b> if bid security is in Surety Bond.</li> </ol>
19.3	Partial bid is not allowed. The goods shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.
20.2	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case may be, shall submit the following additional documents during the Post-Qualification Stage:</p> <p><i>Latest Income and Business Tax Returns per Revenue Regulations 3-2005.</i></p> <ul style="list-style-type: none"> <li>- <i>Valid Income Tax Return and proof of payment.</i></li> <li>- <i>VAT Returns (Form 2550M and 2550Q or Percentage Tax Returns (2551M) and proof of payment.</i></li> </ul> <p><i>Proofs of Payment are as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>EFPS confirmation receipt or bank issued payment confirmation receipt or BIR payment confirmation receipt/status.</i></li> </ul>
21.2	<p>The Lowest Calculated and Responsive Bid (LCRB) or Single Calculated and Responsive Bid (SCRB) who opted to submit Surety Bond as form of Performance Security shall submit a certification from the Insurance Commission (IC) indicating the following details:</p> <ol style="list-style-type: none"> <li>1) The Certification was issued in favor of an insurance/ bonding company; and,</li> </ol>

	2) The insurance/ bonding company is authorized to issue bonds/ sureties in favor of the supplier/ service provider for the said project.
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## ***Section IV. General Conditions of Contract***

## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines. If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable to this Contract are delivered <i>at the designated areas of Region 10</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and two copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(ii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and</li> <li>(iii) Two copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.</li> </ul> <p><b>Incidental Services –</b></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services including the delivery fee and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Packaging –</b></p>
2	Payment using LC is not allowed.
	The terms of payment shall be upon complete delivery of items per delivery schedule as agreed by both parties, presentation of receipts and inspection and acceptance from end user.
4	No further instructions.

## *Section VI. Schedule of Requirements*



# *Schedule of Requirements*

## Supply and Delivery of Pre-Packed Family Food Packs

Description	Quantity	Total	Delivery Date
<b>Components of Pre-Packed Family Food Packs:</b>	41,071 packs	41,071 packs	Full Delivery of Items must be within 15 working days upon the receipt of NTP by the supplier.
<b>Vacuum-Packed Rice</b> - 6 kilos or equivalent (2 packs of 3 kilos Vacuum-Packed Rice)			
<b>Canned Corned Beef</b> - 4 tins			
<b>Canned Tuna</b> - 4 tins			
<b>Canned Sardines</b> - 2 tins			
<b>Instant Coffee, 3 in 1</b> - 5 sachets			
<b>Instant Choco Malt</b> - 5 sachets			
<b>Multi-Nutrient Growth Mix</b> -10 sachets			
<b>Fortified Margarine</b> - 1 pack			
<b>Regular Slotted Carton (Packaging)</b> -1 piece			

### GENERAL CONDITIONS

1. Food Packs shall be delivered containing the components stated above.
2. Representative/s from DSWD shall be present during the repacking to conduct random inspection and ensure that the items are within the acceptable quality standards. Supplier should replace found damaged and other unacceptable appearances identified by the quality control within eight (8) months upon completion of delivery. Defective Pre-Packed Food Packs must be replaced within 1 month after receipt.
3. The supplier should ensure the provision of Food Packs upon receipt of request from the end-user/procurement officer on the agreed schedule of delivery. Repacking area must be in Cagayan de Oro City for Inspection Purposes. The supplier must have a warehouse in Cagayan de Oro City which shall be compliant to the warehouse standards and other governing laws, for monitoring purposes.
4. Delivery site shall be at the DSWD-RCP Hub, Brgy., Dalipuga, Iligan City; Regional Warehouse, Cagayan de Oro City; 403<sup>rd</sup> Infantry Brigade, Impalambong, Malaybalay City, Bukidnon; 10<sup>th</sup> Infantry Battalion, Burgos, Oroquieta City, Misamis Occidental; PNP Headquarters, Baylao, Mambajao, Camiguin; other points in Region 10.

5. Delivery Terms shall be a minimum a 3,000 Family Food Packs per day upon receipt of Purchase Order and should not go beyond 15 days but subject to change when there is disaster.
6. Payment shall be made every after 10 deliveries (30,000 FFPs).
7. Supplier shall shoulder the cost of repacking and delivery at designated area as identified by DSWD.
8. Delivery Receipt (DR) must be duly signed/received by the authorized representative of the DSWD and the original copy of the said receipt must be provided to the DSWD upon delivery.
9. DSWD-RROS-Quality Assurance and Control Section (QACS) and/or DSWD-Central Office-Inspection Committee shall inspect the products upon delivery to any DSWD designated delivery places. DSWD reserves the right to inspect or test the goods and accept or reject any or all the items delivered not in accordance with the specifications indicated in the Purchase Order and based on the DSWD-RROS quality standards.

### **OTHER REQUIREMENTS**

The Prospective Supplier must submit a prototype of Pre-Packed Family Food Packs (with complete components) for evaluation of the Technical Working Group prior to massive production.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

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

\_\_\_\_\_  
Bidder's Signature over Printed Name

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

## ***Section VII. Technical Specifications***

## *Technical Specifications*

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>IRON-FORTIFIED RICE</b>	<b>TYPE</b>	Iron-Fortified Rice	
	<b>WEIGHT/PACK</b>	Six (6) Kilos	
	<b>QUALITY</b>	Must be white in color, medium grain and regular to well-milled with approximately 75% whole grain and 25% broken rice. Shall be free from objectionable, and foreign odors, live insect, pests and other contaminants.	
	<b>Shelf Life</b>	Rice must be free from infestation within three (3) months from the date of delivery.	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>CANNED TUNA</b>	<b>TYPE</b>	Canned Tuna, Flakes in Oil, not spicy, in non-easy/open can (easy open if non-easy tin can is limited or not available in the market)	
	<b>WEIGHT/TIN</b>	At least 155 grams	
	<b>LABEL/MARKING REQUIREMENTS</b>	<b>Certification:</b> Certified HALAL Product printed on the product label <b>Nutritional Information:</b> With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines." <b>Expiration:</b> (to be printed on the product label)	
	<b>PACKAGING</b>	<b>TIN CAN</b> <b>Can Thickness (at least):</b> Top End: 0.14mm Bottom: 0.14mm Body: 0.14mm <b>No. of Beads:</b> Minimum of 10 beads	
	<b>SHELF LIFE</b>	Not less than two (2) years from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	The brand must be existing in the Philippine Market for at least 5 years.	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>CANNED CORNED BEEF</b>	<b>TYPE</b>	Canned Corned Beef, Plain, (Not Guisado/Not Chunky/Not Karne Norte), in Non-Easy Open Can	
	<b>WEIGHT/TIN</b>	At least 150 grams	
	<b>LABEL/ MARKING REQUIREMENTS</b>	<b>Certification:</b> Certified HALAL Product printed on the product label <b>Nutritional Information:</b> With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines." <b>Expiration:</b> (to be printed on the product label)	
	<b>PACKAGING</b>	<b>TIN CAN</b> <b>Can Thickness (at least):</b> Top End: 0.14mm Bottom: 0.14mm Body: 0.14mm <b>No. of Beads:</b> Minimum of 10 beads	
	<b>SHELF LIFE</b>	Not less than two (2) years from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	The brand must be existing in the Philippine Market for at least 5 years.	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
CANNED SARDINES	TYPE	Canned Sardines, in Tomato Sauce, Not Spicy, Non-easy Open Can	
	WEIGHT/TIN AND SIZE OF SARDINES	At least 150 grams -At least 3-4 pieces of sardines or equivalent -Length of each cut of sardines must be around 2 1/2 - 3 1/2 inches or equivalent  <b>Note:</b> Aggregate length pieces of sardines must not be less than the minimum requirements (3 pieces x 2 1/2 inches = 7.5 inches)	
	LABEL/MARKING REQUIREMENTS	<b>Certification:</b> Certified HALAL Product printed on the product label <b>Nutritional Information:</b> With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines." <b>Expiration:</b> (to be printed on the product label)	
	PACKAGING	<b>TIN CAN</b> <b>Can Thickness (at least):</b> Top End: 0.14mm Bottom: 0.14mm Body: 0.14mm <b>No. of Beads:</b> Minimum of 10 beads	
	SHELF LIFE	Not less than two (2) years from the date of delivery.	
	OTHER DESCRIPTIONS	The brand must be existing in the Philippine Market for at least 5 years.	


ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>3-IN-1 INSTANT COFFEE</b>	<b>TYPE</b>	Instant Coffee Mix, 3-in-1 Mix (Coffee, Sugar and Creamer)	
	<b>WEIGHT/ SACHET</b>	20-32 grams	
	<b>LABEL/ MARKING REQUIREMENTS</b>	<b>Certification:</b> Certified HALAL Product printed on the product label <b>Nutritional Information:</b> With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines." <b>Expiration:</b> (to be printed on the product label)	
	<b>SHELF LIFE</b>	Not less than one (1) year from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	A twin pack is acceptable. One twin pack is equivalent to two sachets as long as total weight is attained. The brand must be existing in the Philippine Market for at least 5 years.	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>INSTANT CHOCO MALT DRINK</b>	<b>TYPE</b>	Instant Coffee Mix, 3-in-1 Mix (Coffee, Sugar and Creamer)	
	<b>WEIGHT/ SACHET</b>	20-32 grams	
	<b>LABEL/ MARKING REQUIREMENTS</b>	<b>Certification:</b> Certified HALAL Product printed on the product label <b>Nutritional Information:</b> With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines." <b>Expiration:</b> (to be printed on the product label)	
	<b>SHELF LIFE</b>	Not less than nine (9) months from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	The brand must be existing in the Philippine Market for at least 3 years.	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications e.g. Brand)
<b>MICRO-NUTRIENT GROWTH MIX</b>	<b>TYPE</b>	Micronutrients Growth Mix, powder	
	<b>WEIGHT/ SACHET</b>	2 grams	
	<b>LABEL/ MARKING REQUIREMENTS</b>	<p>With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines."</p> <p>Direction for use is printed on the product label.</p> <p><b>Expiration:</b> (to be printed on the product label)</p>	
	<b>SHELF LIFE</b>	Not less than eleven (11) months from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	<p>Food and Drug Administration (FDA) - Registered</p> <p>Note: No "DSWD Logo, Not for Sale" markings/labeling is required - as the product size cannot contain the print.</p>	

ITEMS	DESCRIPTION		Statement of Compliance (Bidder's Specifications eg. Brand)
<b>FORTIFIED MARGARINE</b>	<b>TYPE</b>	Fortified Margarine, classic flavor	
	<b>WEIGHT/ SACHET</b>	At least 250 grams, one sachet or equivalent weight	
	<b>LABEL/ MARKING REQUIREMENTS</b>	<p><b>Certified HALAL and Fortified Sangkap Pinoy</b> (to be printed on the product label)</p> <p>With Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the Rules and Regulations Governing the Labeling of the Prepackaged Food Products Distributed in the Philippines."</p> <p>Direction for use is printed on the product label.</p> <p><b>Expiration:</b> (to be printed on the product label)</p>	
	<b>SHELF LIFE</b>	Not less than ten (10) months from the date of delivery.	
	<b>OTHER DESCRIPTIONS</b>	The brand must be existing in the Philippine Market for at least 3 years.	



ITEMS/DESCRIPTION	Statement of Compliance (Bidder's Specifications e.g. Brand)																				
<p><b>REGULAR SLOTTED CARTON</b></p>  <table border="1" data-bbox="284 777 968 1585"> <tbody> <tr> <td><b>Type</b></td> <td>Regular Slotted Carton (RSC)</td> </tr> <tr> <td><b>Quantity/FFP</b></td> <td>1 piece</td> </tr> <tr> <td><b>Dimension</b></td> <td>395 mm L x 295 mm W x 160 mm H (+/- 5% variance)</td> </tr> <tr> <td><b>Thickness</b></td> <td>7 mm (+/- 10% variance)</td> </tr> <tr> <td><b>Flute</b></td> <td>B and C</td> </tr> <tr> <td><b>Walling</b></td> <td>Double</td> </tr> <tr> <td><b>Scoring</b></td> <td>Double</td> </tr> <tr> <td><b>Flap</b></td> <td>5 mm (+/-10% variance)</td> </tr> <tr> <td><b>Wax</b></td> <td>Waxed inside and unwaxed outside</td> </tr> <tr> <td><b>Markings</b></td> <td>Must include DSWD markings</td> </tr> </tbody> </table>	<b>Type</b>	Regular Slotted Carton (RSC)	<b>Quantity/FFP</b>	1 piece	<b>Dimension</b>	395 mm L x 295 mm W x 160 mm H (+/- 5% variance)	<b>Thickness</b>	7 mm (+/- 10% variance)	<b>Flute</b>	B and C	<b>Walling</b>	Double	<b>Scoring</b>	Double	<b>Flap</b>	5 mm (+/-10% variance)	<b>Wax</b>	Waxed inside and unwaxed outside	<b>Markings</b>	Must include DSWD markings	
<b>Type</b>	Regular Slotted Carton (RSC)																				
<b>Quantity/FFP</b>	1 piece																				
<b>Dimension</b>	395 mm L x 295 mm W x 160 mm H (+/- 5% variance)																				
<b>Thickness</b>	7 mm (+/- 10% variance)																				
<b>Flute</b>	B and C																				
<b>Walling</b>	Double																				
<b>Scoring</b>	Double																				
<b>Flap</b>	5 mm (+/-10% variance)																				
<b>Wax</b>	Waxed inside and unwaxed outside																				
<b>Markings</b>	Must include DSWD markings																				

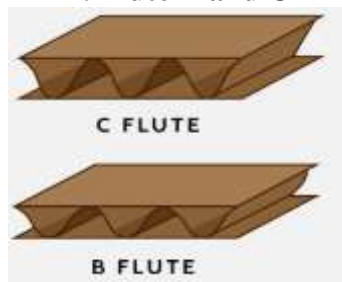
**Illustrations:**

**A. RSC DIMENSION**



Specification Illustration:

**1. Flute B and C**



\***B Flute Cardboard (Type B)**-cardboard has excellent crush and puncture resistance and is a great printing surface. This cardboard is commonly used for inner packaging components such as pads and partitions

\***C Flute Cardboard (Type C)** - cardboard makes a good printing surface. It also has compression properties and offers crush resistance. It is most commonly used for shipping boxes and to secure glass, furniture, food, etc.

Specification Illustration:

**2. Double Walling**

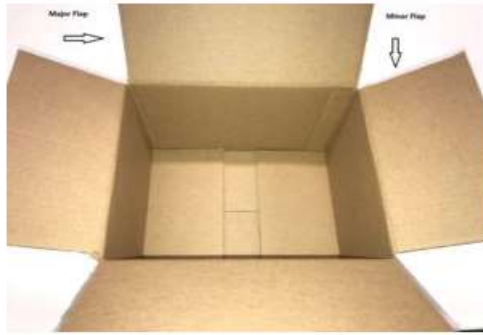


\*Double wall board has two layers of corrugated fluting and three liners, making it extremely durable.

Specification Illustration:

**3. Score or Score line Impression** or crease in corrugated or solid fiberboard, made to position and facilitate folds

**4. Flaps**-Extension of the side wall panels that, when sealed, close the remaining openings of a box. Usually defined by one score line and three edges.



**B. PRINTS AND MARKINGS**

**B1. Front and Side Views**



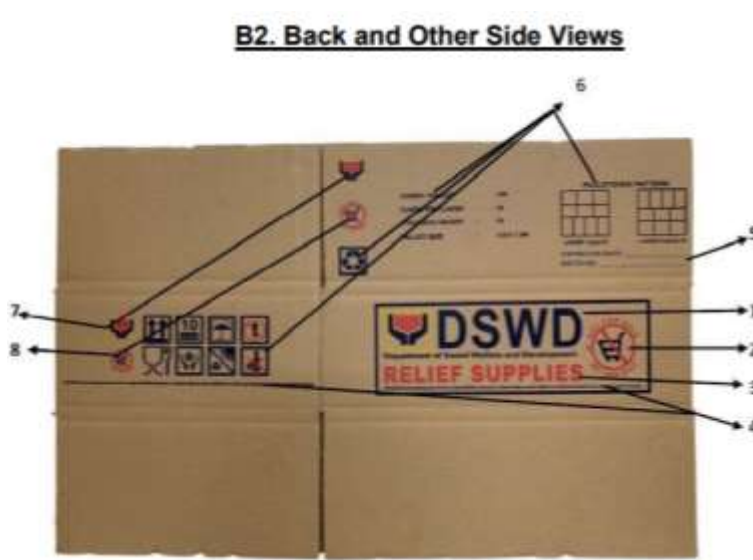
Numbering in the RSC pictures as reference for the print and print details:

FRONT AND SIDE VIEW DETAILS		
No	PRINT/SYMBOLS	PRINT/SYMBOLS DETAILS
1	<b>HANDLE WITH CARE</b>	Size: 22 cm L x 1.5 cm H (+/- 5% Variance)  Color: Blue
2	<b>RELIEF SUPPLIES</b> (at Flaps)	Size: 16 cm L x 1.3 cm H (+/- 5% Variance) Color: Red
3	<b>NOT FOR SALE</b> (at Flaps)	Size: 15 cm L x 1.5 cm H (+/- 5% Variance)  Color: Red

FRONT AND SIDE VIEW DETAILS		
No	PRINT/SYMBOLS	PRINT/SYMBOLS DETAILS
4	<b>DSWD LOGO</b>	Size: 20.5 L x 5.5 cm H (+/5% Variance) Color: Red, Yellow and Blue
5	<b>NOT FOR SALE SYMBOL</b>	Size/Print Area: 5 cm L x 6 cm H  Color: as shown
6	<b>RELIEF SUPPLIES</b> (at front view)	Size: 20.7 cm L x 2.5 cm H (+/-5% Variance)  Color: Red
7	<p>WARNING: Repacking of goods from its original DSWD package is a criminal offense under DRRM Act of 2010, and shall be meted with appropriate charges (at the front and side views)</p> <p>WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010.</p>	<p>Size/Print Area: 27 cm L x 0.5 cm H (+/-5% Variance), Single Line</p> <p>Color: Blue</p>
8	<p>WARNING: Repacking of goods from its original DSWD package is a criminal offense under DRRM Act of 2010, and shall be meted with appropriate charges (at the flap)</p> <p>WARNING: Selling, buying, repacking and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010</p>	<p>Size/Print Area: 14 cm L x 6 cm H (+/-5% Variance), Single Spacing, Centered</p> <p>Color: Blue</p>

9	<b>DSWD LOGO</b> , (at the flap and sides)	Size: 3 cm x 3 cm, color as shown.
10	<b>NOT FOR SALE SYMBOL</b> (at the flap and sides)	Size: 3 cm x 3 cm, color as shown.
11	(Symbols on Proper Handling of Product )	See Illustration B3 for symbols (International Symbols on Proper Handling of Product) located at front and sides, as shown.








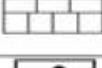


Numbering in the RSC pictures as reference for the print and print details:



BACK AND SIDE VIEW DETAILS		
No	PRINT/SYMBOLS	PRINT/SYMBOLS DETAILS
1	<b>DSWD LOGO</b>	Size: 20.5 L x 5.5 cm H (+/- 5% Variance) Color: Red, Yellow and Blue
2	<b>NOT FOR SALE SYMBOL</b>	Size/Print Area: 5 cm L x 6 cm H  Color: as shown
3	<b>RELIEF SUPPLIES</b>	Size: 20.7 cm L x 2.5 cm H (+/5% Variance) Color: Red

4	<p><b>WARNING:</b>  Repacking of goods from its original DSWD package is a criminal offense under DRRM Act of 2010, and shall be meted with appropriate charges.</p> <p>Size/Print Area: 27 cm L x 0.5 cm H (+/5% Variance),  Single Line,  Color: Blue</p>	<p>Size/Print Area: 27 cm L x 0.5 cm H (+/5% Variance),  Single Line</p>		
5	<p><b>EXPIRATION DATE and BATCH NUMBER</b> (at the flap)</p>	<p>Print Area/Size: 13 cm L x 3 cm H (+/- 5% Variance)</p>		
6	<p>(Symbols on Proper Handling of Product )</p>	<p>See Illustration B3 for symbols (International Symbols on Proper Handling of Product) located at front and sides, as shown.</p>		
7	<p><b>DSWD LOGO</b> (at the flap and sides)</p>	<p>Size: 3 cm x 3 cm  Color as shown.</p>		
8	<p><b>NOT FOR SALE SYMBOL</b> (at the flap and sides)</p>	<p>Size: 3 cm x 3 cm  Color as shown.</p>		

**ILLUSTRATION B3 - INTERNATIONAL SYMBOLS ON PROPER HANDLING OF PRODUCT** (located at flaps and sides, as shown)

**International Symbols on Proper Handling of Products					
	Keep dry	3 cm x 3 cm		Protect from heat	3 cm x 3 cm
	Maximum stacking height	3 cm x 3 cm		Handle with care	3 cm x 3 cm
	This side up	3 cm x 3 cm		Food item	3 cm x 3 cm
	Recyclable	3 cm x 3 cm		Stacking pattern	5 cm x 5 cm
	Do not step	3 cm x 3 cm		Do not sit	3 cm x 3 cm
<b>HANDLE WITH CARE</b>	2 cm x 2cm per letter	CASES / PALLET CASES / LAYER STACKING HEIGHT PALLET SIZE		1 cm x 0.8 cm per letter	

**RICE BAG FOR 6 KILOS WITH DSWD LOGO**



<b>Type</b>	Rice Bag for 6 kilos with DSWD Logo
<b>Unit of Measurement</b>	Piece
<b>Material</b>	Low Density Polyethylene
<b>Color</b>	Transparent
<b>Dimension</b>	20" L x 12" W (+/- 5% variance)
<b>Seaming</b>	Bottom Sealed 10mm (+/- 2% variance)
<b>Thickness</b>	100 microns (+/-5% variance)

**MARKING ON RICE BAG:**



Print	Print Details
<b>DSWD Logo</b>	Size: 9" L x 3" H (+/- 5% variance), centered position  Color: Red, Blue and Yellow as shown
<b>RELIEF SUPPLIES</b>	Font style: Arial bold Font size: 80, centered position  Font color: Red
<b>NOT FOR SALE</b>	Font style: Arial bold Font size: 80, centered position Font color: Red
WARNING: Selling, buying, repackaging and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010 (at the front views)	Font style: Arial Font size: 28, centered position  Font color: Dark Blue
<b>Space between the following</b>  A. Top opening and DSWD Logo  b. Bottom sealed to the Warning last line	A. Size: 15 cm (+/- 5% variance)  b. Size: 10 cm (+/- 5% variance)



<p><b>Spaces between prints</b></p> <p>a. DSWD Logo, Relief Supplies, Not for Sale</p> <p>b. Warning and other words as shown up to the bottom line.</p>	<p>a. Size: 3 cm (+/- 5% variance)</p> <p>b. Size: Single Line Spacing</p>		
<p><b>Others</b></p>	<ul style="list-style-type: none"> <li>● Printed using Rotogravure printing</li> <li>● Supplier to submit sample for logo/marketing approval</li> </ul>		

ITEMS/DESCRIPTION	Statement of Compliance (Bidder's Specifications eg. Brand)								
<p style="text-align: center;"><b>PACKAGING TAPE</b></p> <div style="text-align: center;">  </div> <table border="1" data-bbox="406 1444 1023 1805"> <tr> <td><b>Type</b></td> <td>Packaging Tape</td> </tr> <tr> <td><b>Width</b></td> <td>48mm (-/+ 5% variance)</td> </tr> <tr> <td><b>Thickness</b></td> <td>50 microns (-/+ 2% variance)</td> </tr> <tr> <td><b>Color</b></td> <td>Transparent</td> </tr> </table>	<b>Type</b>	Packaging Tape	<b>Width</b>	48mm (-/+ 5% variance)	<b>Thickness</b>	50 microns (-/+ 2% variance)	<b>Color</b>	Transparent	
<b>Type</b>	Packaging Tape								
<b>Width</b>	48mm (-/+ 5% variance)								
<b>Thickness</b>	50 microns (-/+ 2% variance)								
<b>Color</b>	Transparent								

## QUALITY STANDARDS

<b>Rice</b>	<p><b>A. Physical Properties</b>  Rice shall undergo inspection/approval from the end-user to ensure that the following are met:  Must be white in color, medium grain, and regular to well-milled with approximately 75% whole grain and 25% broken rice.  Shall be free from objectionable and foreign odors, live insect, pests and other contaminants.  End-user may have the option to subject rice to cooking and taste test to verify sensory properties.</p> <p><b>B. Vacuum Packing</b>  Pre-packed rice shall undergo at least 12 hours observations by the supplier prior to production/boxing to ensure quality of vacuum sealing. Loosely packed rice shall be corrected before inclusion in the production/boxing process.  Pre-packed rice may come in 6 kilos or 3 kilos  Vacuum-packed rice should not loosen within 45 days from delivery. Should this happen supplier shall be informed immediately for replacement.</p>
<b>Canned Goods</b>	<ul style="list-style-type: none"> <li>● Not Dented, Not Rusty and Not Spoiled</li> <li>● Unlabeled tin can is not acceptable</li> <li>● Compliance with the items specifications</li> <li>● Shall be subject to the approval of the DRMD-RRS before production.</li> </ul>
<b>Coffee and Choco Malt Drink</b>	<ul style="list-style-type: none"> <li>● Not Hardened</li> <li>● Compliance with the items specifications</li> <li>● Shall be subject to the approval of the DSWD-RRS before production.</li> </ul>
<b>Packaging Materials</b>	<ul style="list-style-type: none"> <li>● Not Deformed</li> <li>● Compliance with the items specifications should withstand a minimum of 10 layer stacking height of FFP (components).</li> <li>● Shall be subject to the approval of the DSWD-RRS before production.</li> </ul>

## GENERAL CONDITIONS

- I. Food Packs shall be delivered containing the components stated above.
- II. Representative/s from DSWD shall be present during the repacking to conduct random inspection and ensure that the items are within the acceptable quality standards. Supplier should replace found damaged and other unacceptable appearances identified by the quality control within eight (8) months upon completion of delivery. Defective Pre-Packed Food Packs must be replaced within 1 month after receipt.
- III. The supplier should ensure the provision of Food Packs upon receipt of request from the end-user/procurement officer on the agreed schedule of delivery. Repacking area must be in Cagayan de Oro City for Inspection Purposes. The supplier must have a warehouse in Cagayan de Oro City which shall be compliant to the warehouse standards and other governing laws, for monitoring purposes.
- IV. Delivery site shall be at the DSWD-RCP Hub, Brgy., Dalipuga, Iligan City; Regional Warehouse, Cagayan de Oro City; 403<sup>rd</sup> Infantry Brigade, Impalambong, Malaybalay City, Bukidnon; 10<sup>th</sup> Infantry Battalion, Burgos, Oroquieta City, Misamis Occidental; PNP Headquarters, Baylao, Mambajao, Camiguin; other point in Region 10.
- V. Delivery Terms shall be a minimum a 3,000 Family Food Packs per day upon receipt of Purchase Order and should not go beyond 15 days but subject to change when there is disaster.
- VI. Payment shall be made every after 10 deliveries (30,000 FFPs)
- VII. Supplier shall shoulder the cost of repacking and delivery at designated area as identified by DSWD.
- VIII. Delivery Receipt (DR) must be duly signed/received by the authorized representative of the DSWD and the original copy of the said receipt must be provided to the DSWD upon delivery.
- IX. DSWD-RRQS-Quality Assurance and Control Section (QACS) and/or DSWD-Central Office-Inspection Committee shall inspect the products upon delivery to any DSWD designated delivery places. DSWD reserves the right to inspect or test the goods and accept or reject any or all the items delivered not in accordance with the specifications indicated in the Purchase Order and based on the DSWD-RRQS quality standards.
- X. The Prospective Supplier must submit a prototype of Pre-Packed Family Food Packs (with complete components) for evaluation of the Technical Working Group prior to massive production.

Note: Bidders must state either **“Comply”** or **“Not Comply”** or any equivalent term in the column **“Statement of Compliance”** against each of the individual parameters of each **“Specification”**.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

---

Name of Company/Bidder

---

Bidder’s Signature over Printed Name

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

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and after-sales warranty; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

## *Section IX. Bidding Forms*

# Bid Form for the Procurement of Goods

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## BID FORM

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

Project Identification No. : 2022-07-0023

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[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 the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and Address of agent	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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 you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.



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 Bid 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: \_\_\_\_\_

# *Price Schedule for Goods Offered from Abroad*

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## *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)

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

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

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

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

## Price Schedule for Goods Offered 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 delivered Final Destination (col 9) x (col 4)

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

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

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

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

## Bid Securing Declaration Form

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: 2022-07-0023

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[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]*

## Omnibus Sworn Statement (Revised)

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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]*

**Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid**

---

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

Business Address: \_\_\_\_\_

**A. Government**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

**B. Private**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

Note: *The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Official Receipt(s) or Sales Invoice or (c) User's Certificate of Acceptance/Completion*

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

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

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

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

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



## Statement of Single Largest Completed Contract (SLCC) <sup>2</sup> Similar to the Contract to be Bid

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

Business Address: \_\_\_\_\_

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

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

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

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

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

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

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<sup>2</sup> *The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 5.3 of Section III. Bid Data Sheet, a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.3(a) of Section II. Instruction to Bidders.*

