

## Section I. Invitation to Bid

### Project Title: Supply and Delivery of Food and Non-Food Items for Center and Residential Care Facilities for CY 2023

#### Project Identification No.: ITB No. DSWD7-PB-2023-01

- The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the authorized appropriations for Fiscal Year 2023 General Appropriations Act intends to apply the sum of **Five Million Six Hundred Thirty-Five Thousand Six Hundred Twenty-One Pesos and 70/100 (₱5,635,621.70)** as payment under the contract for the **Supply and Delivery of Food and Non-Food Items for Center and Residential Care Facilities for CY 2023**, consisting of four (4) lots, broken down below:

Lot No.	Food Items	ABC
1	Groceries	Php 2,533,541.70
2	Seafood	Php 725,240.00
3	Vegetable, Fruits and Spices	Php 924,760.00
4	Meat	Php 1,452,080.00
<b>TOTAL</b>		<b>Php 5,635,621.70</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The DSWD Field Office VII now invites bids from **PhilGEPS registered suppliers**. Delivery of the goods is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **Single Largest Completed Contract (SLCC) similar to the Project, at least 25% of the ABC**. Details are as follows:

Lot No.	Category	SLCC (25% of ABC)
1	Groceries	Php 633,385.43
2	Seafood	Php 181,310.00
3	Vegetable, Fruits and Spices	Php 231,190.00
4	Meat	Php 363,020.00
<b>Total</b>		<b>Php 1,408,905.43</b>

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”.

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. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 8, 2022** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:*

<b><i>Approved Budget for the Contract</i></b>		<b><i>Bidding Document Fee</i></b>
Lot 1	<b>Php 2,533,541.70</b>	Php 5,000.00
Lot 2	<b>Php 725,240.00</b>	Php 1,000.00
Lot 3	<b>Php 924,760.00</b>	Php 1,000.00
Lot 4	<b>Php 1,452,080.00</b>	Php 5,000.00
<b><i>ALL LOTS</i></b>	<b><i>Php 5,635,621.70</i></b>	<b><i>Php 10,000.00</i></b>

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Pre-Bid Conference on **November 15, 2022, Tuesday, 1:30 PM** at ***DSWD Field Office VII Conference Room, Cebu City*** and/or through ***videoconferencing via Google Meet using the code: procurement7***, which shall be open to prospective bidders.

**Note:**

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 29, 2022, Tuesday, 1:15 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. Bid opening shall be on **November 29, 2022, Tuesday, 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City** and/or **via Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.
11. The *DSWD Field Office VII* 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:

**MS. LILIBETH A. CABIARA**

*Head, BAC Secretariat*

*DSWD – Field Office VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 2338785 local 17140 and 17149*

*Email Add: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)*

*Website: <https://fo7.dswd.gov.ph/>*

**November 5, 2022**

**(SGD.) PATRICIA R. MEGALBIO**  
*Chairperson, Bids and Awards Committee II*