



REQUEST FOR PROPOSAL/OFFER
(NEGOTIATED PROCUREMENT - SAGIP SAKA ACT)

The **Municipality of Government of Sual, Pangasinan** through its **Bids and Awards Committee (BAC)**, will undertake a **Procurement of Hotmeals Ingredients and Other Necessary Components for Child Development Centers** in accordance to the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, otherwise known as the “New Government Procurement Act (NGPA)” and Republic Act No. 11321 or the “Sagip Saka Act”.

NAME OF PROJECT	PROCUREMENT OF HOTMEALS INGREDIENTS AND OTHER NECESSARY COMPONENTS FOR CHILD DEVELOPMENT CENTERS
REFERENCE NO. / PR NO.	05-26-02NPSS / 100-26-05-0580
MODE OF PROCUREMENT	Negotiated Procurement – Sagip Saka (NP-SS) pursuant to applicable provisions of the Implementing Rules and Regulations (IRR) of RA No. 12009 and RA 11321
APPROVED BUDGET FOR THE CONTRACT	One Million Five Hundred Eighteen Thousand Three Hundred Seventy Pesos (₱ 1,518,370.00) LOT 1 Inclusive of VAT (if applicable), and all other applicable charges and taxes
DEADLINE OF SUBMISSION OF QUOTATION/S	June 02, 2026, 1:00 P.M.

The duly accomplished and signed **PROPOSAL FORM**, including the required documents as enumerated therein, shall be submitted either personally with the subject line clearly indicating the **Procurement of Hotmeals Ingredients and Other Necessary Components for Child Development Centers**. For submission of proposal through hard copy, the proposal shall be signed and in sealed envelope, on or before June 02, 2026 @ 1:00 P.M. through:

Contact person: HAZEL JOY B. ABATA (Head, BAC Secretariat)

Office Address: Ground Floor, Conference Room, BAC Office, Municipal Hall, Poblacion, Sual, Pangasinan

Contact number: 0927-7766264

Email Address: bacoffice0819@gmail.com

MICHAEL JOHN C. MILLAN
Bids and Awards Committee Chairperson

TERMS OF REFERENCE

PROCUREMENT OF HOTMEALS INGREDIENTS AND OTHER NECESSARY COMPONENTS FOR CHILD DEVELOPMENT CENTERS

I. SCOPE

The prospective bidder shall provide a proposal or offer for the required goods and services, specifically covering the **PROCUREMENT OF HOTMEALS INGREDIENTS AND OTHER NECESSARY COMPONENTS FOR CHILD DEVELOPMENT CENTERS**.

II. SPECIFIC REQUIREMENTS

a. Technical Specifications

Item no.	Item Description	Qty	Unit	Unit Price	Total Price
1	Apple Large Size 200-300g	1640	pcs		
2	Pears Large Size 200-300g	1640	pcs		
3	Rice Commercial Regular Milled 25kls	130	sacks		
4	Malagkit Rice Regular Milled 25kls	26	sacks		
5	Veggie Noodles 250g/pack	615	packs		
6	Monggo Buo Dried 1kl/pack	165	kls		
7	Squash Small Size 500-1500g/piece	246	kls		
8	Sayote Fruit Fresh Young	245	kls		
9	String Beans Fresh Green Medium Size (Sitaw)	246	kls		
10	Carrots Fresh Medium Size	246	kls		
11	Cabbage Clean Well Trimmed Free from Damage	246	kls		
12	Potato Medium Size Clean	246	kls		
13	Saging na Saba Medium Size Half Ripe	328	kls		
14	Garlic Whole No Leaves	80	kls		
15	Red Onion Medium Size No Leaves	109	kls		
16	Egg Large Size (60-65g) Piece Fresh Packed in a Tray	274	trays		
17	Whole Dressed Chicken Chilled (1.30-1.5kg) per Piece	580	kls		
18	Pork Giniling Boneless Not Too Fatty/Chilled	588	kls		
19	Lean Pork (Kasim) Lean Meat Fresh/Chilled	246	kls		
20	Fresh Shanghai Made from Real Fish, Less Preservatives Used 50-85pcs 1-1.25kl.pack	246	kls		
21	Deboned Bangus Boneless No Head and Tail Not Marinated	103	kls		

b. Delivery Term

The Supplier shall deliver the procured item on the first delivery of the item/product on June 15, 2026 and the succeeding delivery shall be in every Monday of the week and to be delivered in MSWD Office, Municipal Hall, Poblacion, Sual, Pangasinan, from receipt of the Notice to Proceed.

III. MODE OF PROCUREMENT

The PROCUREMENT OF HOTMEALS INGREDIENTS AND OTHER NECESSARY COMPONENTS FOR CHILD DEVELOPMENT CENTERS shall be undertaken in accordance with **Negotiated Procurement - Sagip Saka** (NP-SS) pursuant to GPPB Resolution No. 08-2025 and the 2025 the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

IV. GENERAL CONDITIONS

- i. The following documentary requirements shall be submitted:
 - a. Written proposal or offer using the prescribed template as per GPPB circular no.02-2025 attached herein as Annex “A”
 - b. Certified True Copy of Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Certificate of Registration or an equivalent certificate/document issued by the Department of Agriculture to Section 11 of the IRR of RA no.11321 or any amendments such as:
 - i. Accreditation as Civil Society Organization (CSO);
 - ii. Registration in the Registry System for Basic Sector in Agriculture (RSBSA);
 - iii. Registration in the Fishery Registry (FishR) System;
 - iv. Registration in the National Coconut Farmers Registry System (NCFRS); or
 - v. Registration or accreditation in any other DA-approved registry or accreditation system.
 - c. Original Copy of Notarized Omnibus Sworn Statement (OSS) executed by the accredited Farmers and Fisherfolk Cooperatives and Enterprises (FFCE) as Annex “B”.
- ii. The legal and technical components and the financial components shall each be enclosed separately in duly assigned and sealed envelopes. Said envelopes shall thereafter be jointly inserted into a single duly signed and sealed envelope.

Company's Name

Contact person:

Office Address:

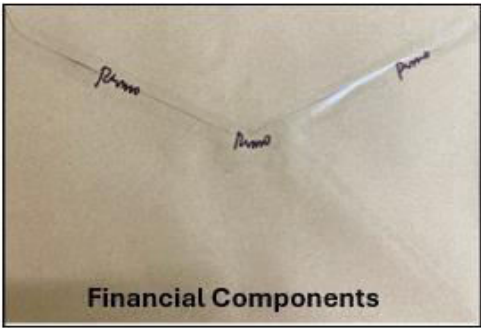
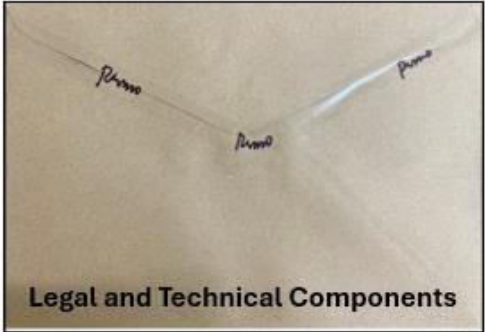
Contact number:

Email:

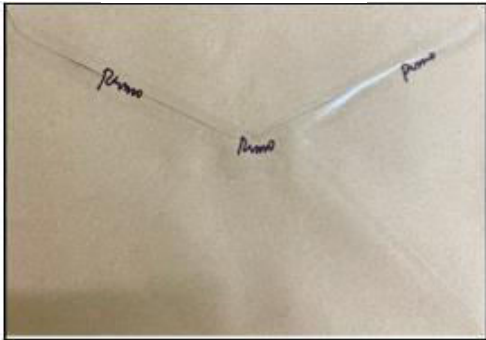
Project Title:

Reference No.

Do not open until (date of opening)



Insert in one envelope



- iii. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations exceeding the Approved Budget Cost shall likewise be disqualified.
- iv. For sole proprietorship, should the owner/sole proprietor himself/herself is not available on the opening of the bids, an authorized representative may attend the opening of bids provided such representative has a letter of authority or a Special Power of Attorney clearly specifying the project name being entered, along with a valid identification document. For partnership, corporation and cooperative, a secretary certificate / resolution to represent the company/cooperative is needed during the opening of proposal or offer.
- v. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- vi. The proposal, including the required documents, must be submitted in person on or before (date and time). Late submissions will not be accepted.
- vii. The submitted documents shall undergo post-validation, for purposes of verification, validation, and ascertainment of compliance with all legal, technical, and financial requirements.
- viii. The submitted documents will be treated with confidentiality and used only for legitimate and authorized purposes in accordance with applicable data privacy laws.

V. EVALUATION AND SELECTION CRITERIA

The following eligibility criteria shall be required as stated under GPPB Circular no.02-2025 section 5.4.1:

- a. Must be registered/accredited under Department of Agriculture System (FFEDIS, RSBSA, FishR, etc).
- b. Must have the necessary capacity to timely deliver the agricultural and fishery products required under the Procurement Project in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

VI. AWARDING OF CONTRACT

The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

VII. TERMS OF PAYMENT

- i. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- ii. The quoted prices shall be deemed fixed and final and shall not be subject to any price escalation throughout the duration of the contract implementation.
- iii. The Procuring Entity shall not be held liable for any delay in payment, provided such delay arises from reasonable and acceptable circumstances.
- iv. Liquidated damages shall be imposed at a rate equivalent to one-tenth of one percent (0.1%) of the value of the undelivered goods for each day of delay beyond the prescribed delivery period. Should the cumulative liquidated damages reach ten percent (10%) of the total contract price, the Procuring Entity reserves the right to terminate the contract, without prejudice to other remedies and courses of action available under applicable laws and regulations, in case of goods remain undelivered on the specified date, including the duly granted extensions. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over above the liquidated damages to be paid.
- v. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

VIII. SPECIAL CONDITIONS

A. Qualification of Supplier

Preference shall be given to eligible local farmers and fisherfolk organizations consistent with the objectives of the RA 11321 Sagip Saka Act.

B. Limitation of Liability

Subject to the Procuring Entity's obligation to pay the Price due to the Supplier, the liability of either party whether in contract, tort, or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR), or the performance or observance of its obligations under this TOR and any applicable part thereof, shall be limited in aggregate to the Price.

C. Termination

The agreement between the Procuring Entity and the Supplier shall be effective upon its approval by the former and acceptance by the latter and shall continue unless terminated sooner or until the completion date.

Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party to do so.

The procedures for Termination of Contracts shall be imposed in accordance with Section 71.4.6 of the Implementing Rules and Regulations of the RA 12009.

D. Miscellaneous

The failure of either Party to enforce any of its rights under this Terms of Reference (TOR) at any time or for any period shall not be construed as a waiver of such rights.

If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.

Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.

Any termination of the agreement (in whatever way occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

All parties shall observe the highest standards of ethics, transparency, and accountability throughout the procurement process.

Section 81 of the Implementing Rules and Regulations of RA 12009 on Disclosure of Relations is strictly observed.

It is understood that all the relevant provisions of the Republic Act No. 12009 (The New Government Procurement Act) and its Implementing Rules and Regulations (IRR) shall apply, govern, and complement this agreement.



PROPOSAL FORM

HON. LISELDO D.Q. CALUGAY
Municipal Mayor
Local Government Unit of Sual, Pangasinan

Dear Mayor Calugay:

This pertains to the procurement opportunity with project title: **Procurement of Hotmeals Ingredients and Other Necessary Components for Child Development Centers** posted on _____ at:

- () Farmers and Fisherfolks Enterprise Development Information System (FFEDIS) Official Website
- () Philippine Government Electronic Procurement System (PhilGEPS)
- () Social Media: _____
- () Others: _____

We are pleased to present this proposal to supply agricultural or fishery products for the implementation of *Procurement of Hotmeals Ingredients and Other Necessary Components for Child Development Centers Project*, with a total amount of _____
(P_____).(Please state total amount in words and in figures).

A breakdown of the agricultural / fishery products are indicated below:

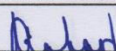
Particulars	Quantity	Unit of Issue	Unit Price	Total Amount
Apple Large Size 200-300g	1640	pcs	P	P
Pears Large Size 200-300g	1640	pcs		
Rice Commercial Regular Milled 25kls	130	sacks		
Malagkit Rice Regular Milled 25kls	26	sacks		
Veggie Noodles 250g/pack	615	packs		
Monggo Buo Dried 1kl/pack	165	kls		
Squash Small Size 500-1500g/piece	246	kls		
Sayote Fruit Fresh Young	245	kls		
String Beans Fresh Green Medium Size (Sitaw)	246	kls		
Carrots Fresh Medium Size	246	kls		
Cabbage Clean Well Trimmed Free from Damage	246	kls		
Potato Medium Size Clean	246	kls		
Saging na Saba Medium Size Half Ripe	328	kls		
Garlic Whole No Leaves	80	kls		
Red Onion Medium Size No Leaves	109	kls		
Egg Large Size (60-65g) Piece Fresh Packed in a Tray	274	trays		
Whole Dressed Chicken Chilled (1.30-1.5kg) per Piece	580	kls		
Pork Giniling Boneless Not Too Fatty/Chilled	588	kls		
Lean Pork (Kasim) Lean Meat Fresh/Chilled	246	kls		
Fresh Shanghai Made from Real Fish, Less Preservatives Used 50-85pcs 1-1.25kl.pack	246	kls		
Deboned Bangus Boneless No Head and Tail Not Marinated	103	kls		
GRAND TOTAL:			P	

We look forward to the opportunity to work with you and provide high-quality products that meet your standards and needs.

Thank you.

Respectfully yours,

Signature : _____
Name of FFC : _____
Address : _____
Contact Number : _____

		Republic of the Philippines Province of Pangasinan MUNICIPALITY OF SUAL PURCHASE REQUEST						
Department:	MSWDO		PR.No:	100-24-03-0580		Date:	3/24/24	
Section:			SAI No:			Date:		
			ALOPS No:			Date:		
Item no.	QTY	UNIT	DESCRIPTION		Unit cost	Estimated Cost		
1	1640	pcs	Apple Large size 200-300g		45.00	73,800.00		
2	1640	pcs	Pears large size 200-300g		45.00	73,800.00		
3	130	sacks	Rice Commercial regular milled 25kls		1,800.00	234,000.00		
4	26	sacks	Malagkit rice, regular milled 25kls		1,900.00	49,400.00		
5	615	packs	Veggie Noodles 250g/ pack		60.00	36,900.00		
6	165	kls	Monggo, buo dried 1 kl/pack		250.00	41,250.00		
7	246	kls	Squash small size 500-1500g/piece		120.00	29,520.00		
8	245	kls	Sayote Fruit, fresh young		70.00	17,150.00		
9	246	kls	String Beans, fresh green, med.size(Sitaw)		120.00	29,520.00		
10	246	kls	Carrots fresh med size		150.00	36,900.00		
11	246	kls	Cabbage clean well trimmed free fom damage		120.00	29,520.00		
12	246	kls	Potato, med size dru clean		120.00	29,520.00		
13	328	kls	Saging na Saba Med size half ripe		110.00	36,080.00		
14	80	kls	Garlic whole no leaves		150.00	12,000.00		
15	109	kls	Red onion med.size no leaves		170.00	18,530.00		
16	274	trays	Egg, large size (60-65g) piece fresh. pack in a tray		270.00	73,980.00		
17	580	kls	Whole dressed chicken, chilled (1.30-1.5kg) per piece		320.00	185,600.00		
18	588	kls	Pork Giniling boneless not too fatty/chilled		490.00	288,120.00		
19	246	kls	Lean Pork (Kasim) lean Meat fresh/chilled		450.00	110,700.00		
20	246	kls	Fish Shanghai made from real fish , less preservatives used 50-85pcs, 1-1.25kl/pack		330.00	81,180.00		
21	103	kls	Deboned Bangus boneless, no head and tail not marinated		300.00	30,900.00		
						Php1,518,370.00		
Purpose:	Supplementary Feeding Program (SFP) to 820 Learners in 26 Child Development Centers in the Municipality							
Requested by:			Cash availability:			Approved by:		
Signature:								
	MA. LOURDES B. SABIDO, RSW		DIANA D. TABAR, CPA		RUSELDO D. Q. CALUGAY			
Designation:	MSWDO		Municipal Treasurer		Municipal Mayor			

BUDGET NO: _____
TOTAL TO DATE: 2460,000.00
AVAILABLE BALANCE: 941,630.00
SIGNATURE: _____

[Note: The duly accomplished form shall be submitted with the Proposal]

I, _____ of legal age, _____, _____, and
Name of Affiant *Civil Status* *Nationality*
 with residence at _____, do hereby depose and state that:
Address of Affiant

1. I am _____ or authorized representative of _____
Name of FFCE Name of FFCE
 with office address at _____;
Address of FFCE
2. ☐ As the owner and sole proprietor or authorized representative of _____ as
Name of FFCE
 supported by the attached duly notarized Special Power of Attorney, I have full power and
 authority to do, execute, and perform any and all acts necessary to participate, submit
 proposals, and to sign and execute the ensuing contract for _____ of the
Project Title
 _____;
Name of Procuring Entity
- ☐ As the authorized representative of the partnership, corporation, or cooperative, duly
 registered as _____, I am granted full power and authority to do,
Name of FFCE
 execute, and perform any and all acts necessary to participate, propose, and to sign and
 execute the ensuing contract for _____ of the _____;
Project Title Name of FFCE
- as supported by the attached duly notarized Special Power of Attorney, Board/Partnership
 Resolution, or Secretary's Certificate, whichever is applicable;
3. _____ is not "blacklisted" or otherwise prohibited from submitting
Name of FFCE
 proposals for the purpose of entering into government contracts by the Government of the
 Philippines or any of its agencies, offices, corporations, or Local Government Units,
 foreign governments, or foreign or international financing institutions 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;
4. Each of the documents submitted in satisfaction of the requirements is an authentic copy
 of the original, complete, and all statements and information provided therein are true and
 correct;
5. _____ is authorizing the Head of the Procuring Entity (HoPE) or
Name of FFCE
 its duly authorized representative(s) to verify all the documents submitted;
6. ☐ **If sole proprietorship:** The _____ and its spouse are not related
Name of FFCE
 by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if
 engaged), or the End-User or Implementing Unit, project consultants, head of the Project
 Management Office, or the members of the Bids and Awards Committee (BAC), the
 Technical Working Group, and the BAC Secretariat;
- ☐ **If Partnership:** The partnership itself and the partners of _____ are not
Name of FFCE
 related by consanguinity or affinity up to the third civil degree to the HoPE, Procurement
 Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of
 the Project Management Office, or the members of the Bids and Awards Committee
 (BAC), the Technical Working Group, and the BAC Secretariat;

☐ **If Cooperative:** The cooperative itself and members of the board of directors, general manager, or chief executive officer of _____ are not related by consanguinity

or affinity up to the third civil degree to the HoPE (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

☐ **If Corporation:** The corporation, and officers, directors, controlling stockholders and beneficial owners of _____ are not related by consanguinity or affinity up

to the third civil degree to the HoPE, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

8. **[If Corporation:]** _____ declares its beneficial ownership consistent

with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the Securities and Exchange Commission (SEC) in accordance with its annual reportorial requirements.

9. _____ 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. _____ have the necessary capacity to timely deliver the agricultural

and fishery products required under the Procurement Project, in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Proposal for and behalf of:

Name of FFCE

Affiant's Signature over Printed Name
Position/Designation
Date

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. ____, [date issued], [place issued]
IBP No. ____, [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.