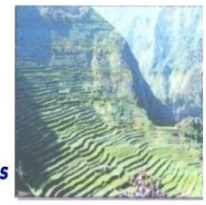
Republic of the Philippines
Cordillera Administrative Region
Provincial Local Government Unit of Ifugao
BIDS AND AWARDS COMMITTEE ON GOODS



NEGOTIATED PROCUREMENT – SAGIP SAKA

Request for Proposal/Offer

The PROVINCIAL LOCAL GOVERNMENT UNIT OF IFUGAO, through its Bids and Awards Committee (BAC), invites interested Farmers and Fisherfolk Cooperatives and Enterprises (FFCE) to participate in the Negotiated Procurement under SAGIP-SAKA Program.

Project Title:	**Procurement of Well-milled Rice for KADIWA Selling**
Identification Number:	**PGI-NP-SS-2026-005**
Approved Budget for the Contract (ABC):	**Php 474,375.00**
Source of Fund:	**MOOE | AGRIC'L & MARINE SUPP**
Delivery Schedule:	**Twice a Month**
Place of Delivery:	**Trading Post and Processing Center, Cadel, Poblacion West, Lagawe, Ifugao**
Purchase Request Number:	**5871**

All deliveries shall be made in accordance with the specified schedule and in coordination with the Procurement Unit. Any adjustments shall be subject to prior approval by the Procuring Entity.

SPECIFICATION

Item No.	Quantity	Unit of Measure	Item Description	Estimated Unit Cost	Total Estimated Cost
1	345	bags	Rice- well milled	1,375.00	474,375.00
			specifications: Variety/quality: Well-milled rice, white, well-polished, uniform, free from foul odor, living insects, mites, and harmful impurities. Weight per unit: 25 kg net weight per sack. Packaging: Laminated/ woven of HDPE sacks with label. Delivery: Inclusive. Unloading: Inclusive, twice a month delivery		
			TOTAL		474,375.00

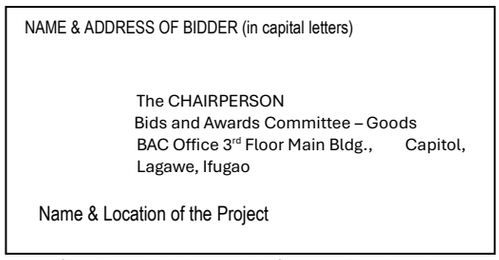
TERMS OF REFERENCE

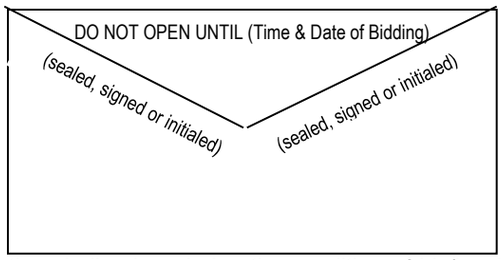
I. GENERAL CONDITIONS

1) **The following Documentary Requirements shall be submitted:**
   a.) Written proposal or offer;
   b.) FFEDIS Certificate of Registration or an equivalent certificate/document issued by the DA pursuant to Section 11 of the IRR of RA No. 11321, or any amendments thereto, subject to Section 5.4.1 (a) above; and
   c.) Original Copy of Omnibus Sworn Statement (OSS) executed by the accredited FFCEs.
2) **ENVELOPES**

a) Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

b) The mother envelope shall contain the original envelope and copy 1 envelope. The original envelope shall contain the original technical and original financial envelope. Copy 1 envelope shall contain photocopies of the technical envelope and financial envelope. All the envelopes must be duly sealed, labeled and signed or initialed, following the prescribed format:





c) The bidder or his/her authorized representative shall acknowledge the condition of his/her bid as submitted during the opening of bids and at no other time.

d) Any violation of the above shall be meted with first and final warning during first offense and non-opening of the bid during second offense.

3) TIME

a) Time shall be based on the official clock of the BAC Office.

b) All bids shall be submitted on the date and time for the submission and receipt of bids as set in the Invitation. The bid box shall be sealed and padlocked at the time set in the Invitation to Bid. Bids that were stamped, received and initialed by the Secretariat must also be countersigned by the bidder. Late bids shall be stamped received by the BAC Secretariat indicating the date and time of receipt and shall not be dropped but be reported late in the minutes of Bid submission and opening.

4) SUBMISSION AND RECEIPT OF BIDS

a) Prior to the receipt of the bid documents, the Secretariat shall ascertain if the one submitting the bids is the owner/ manager/ duly authorized representative and indicate in the logbook his/her name, address and contact number.

b) Authorized representative must submit to the BAC Secretariat an original copy of a duly notarized Special Power of Attorney (SPA)/Secretary's certificate before dropping any bid.

c) The proposal, including the required documents, must be submitted in person. Late submissions will not be accepted.

5) PREPARATION AND SIGNING OF OFFERS

a.) 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.

II. 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.

III. 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.

IV. 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.

Schedule of Activities:

ACTIVITY	DATE AND TIME	ADDRESS
Issuance of Request for Proposal/Offer	October 2 at 1:00 PM	BAC Office 3rd Floor, Main Bldg.. Capitol, Lagawe, Ifugao
Submission of Proposals/Offer (Manual Submission)	On or before October 6 at 1:00 PM	BAC Office 3rd Floor, Main Bldg.. Capitol, Lagawe, Ifugao
Opening and Evaluation of Submitted Proposals/Offer	October 6 at 1:30 PM	BAC Office 3rd Floor, Main Bldg.. Capitol, Lagawe, Ifugao

The Provincial Local Government of Ifugao reserves the right to accept or reject any proposal, to annul the procurement process, and to waive any informality therein, in accordance with applicable laws and regulations.

For further information, please refer to:

ARUNDALE GUM-U I. BUNNAG
BAC Secretariat
Office of the Bids and Awards Committee
3rd Floor, Main Bldg, Capitol, Lagawe, Ifugao
Contact No. 09539316730
Email add: bacgoodsifugao13@gmail.com

Issued this 2nd day of October, 2026

ATTY. REGINALD D. BUDUHAN
Chairperson, Bids and Awards Committee
Province of Ifugao

[letterhead of FFCEs, if available]

Date: _____

JERRY U. DALIPOG
Provincial Governor
Provincial Capitol, Lagawe, Ifugao

Dear Governor Dalipog:

This pertains to the procurement opportunity with project title, **Procurement of Well-milled Rice for KADIWA Selling** posted on:

☐ Farmers and Fisherfolk 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 Well-milled Rice for KADIWA Selling**, with a total amount of _____ _____ (Php_____). *(Please state total amount in words and in figures.)*

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

Item No.	Quantity	Unit of Measure	Item Description	Unit Cost	Total Cost
1	345	bags	**Rice- well milled**		
			specifications: Variety/quality: Well-milled rice, white, well-polished, uniform, free from foul odor, living insects, mites, and harmful impurities. Weight per unit: 25 kg net weight per sack. Packaging: Laminated/ woven of HDPE sacks with label. Delivery: Inclusive. Unloading: Inclusive, twice a month delivery		
			TOTAL		

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 FFCE :_____
Address :_____
Contact Number :_____

Omnibus Sworn Statement Form

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

OMNIBUS SWORN STATEMENT

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, execute, and perform any and all acts necessary to participate, propose, and to sign and execute the ensuing contract for _____ of the _____,
Name of FFCE *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
Name of FFCE
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
Name of FFCE
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
Name of FFCE
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,
Name of FFCE
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
Name of FFCE
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 _____.