



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT - COMMUNITY PARTICIPATION
No. 25-05-067C

The Department of Education, Schools Division of Digos City, through its Bids and Awards Committee, intends to invite eligible bidders for the "Procurement and Delivery of Pasteurized Milk for the Implementation of the School-Based Feeding Program (SBFP) for SY 2025-2026" for CY 2025 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Million Five Hundred Forty-Seven Thousand Nine Hundred Ten Pesos Only (P1,547,910.00).**

Procurement will be conducted through Negotiated Procurement, an alternative method of procurement under Section 53.12 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, otherwise known as the Government Procurement Act.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than June 2, 2025, 1:30 PM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

Please refer to the essential documentary requirements to be submitted along with your signed quotation/proposal at the last part of this RFQ as required in the IRR of RA 9184.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at bac.digoscity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson

For and in the absence of the Chairperson:


CHERRIE ANNE B. BOHOL
BAC Vice-chairperson

¹ Failure to submit the required documents on time, or finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 Contact No.: _____
 TIN No.: _____
 PhilGEPS _____
 Registration Number: _____

RFQ No.: **25-05-067C**Date: **May 28, 2025**Date and Time of Opening: **June 2, 2025, 1:30 PM****INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) Do not alter the contents of this form in any way.
- (4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Unit Cost (Vat Inclusive)
Lot 3	Procurement and Delivery of Pasteurized Milk for the Implementation of the School-Based Feeding Program (SBFP) for SY 2025-2026					
	Pasteurized Milk Serving size: at least 200ml Flavor: May be flavored or non-flavored. If flavored, preferably Chocolate or Vanilla 15 feeding sessions x 4,914 beneficiaries Please see attached " Annex A " for Pasteurized Milk specifications on: - Quality, Packaging, Expiration, Nutritional Content, Delivery Schedule, Drop-off points, and Additional Requirement All deliveries must be packed and sealed, and properly placed in ice boxes. Personnel must wear appropriate clean attire during deliveries. Face mask is a must.	73,710	pouch			

* The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 3	Procurement and Delivery of Pasteurized Milk for the Implementation of the School-Based Feeding Program (SBFP) for SY 2025-2026	Please see attached Schedule of Delivery	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
One Million Five Hundred Forty Seven Thousand Nine Hundred Ten Pesos Only PHP 1,547,910.00	In words: _____
	In figures: _____

PAYMENT DETAILS

Payment Terms:	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation and/or until the implementation of the program.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeded the Approved Budget for the Contract shall be rejected.
5. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
6. Products covered by the Bureau of Philippine Standards' (BPS) mandatory product certification schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) mark or Import Commodity Clearance (ICC).
7. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
8. 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.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The Department of Education - Schools Division of Digos City shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - Digos City Division shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2016.
12. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be charged to the contractor's account.
13. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
14. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd - Digos City Division may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Canvassed by

Signature over Printed Name

05/28/25

Date

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

LIST OF REQUIRED DOCUMENTS

Eligibility Requirements

Legal Requirements

1.a Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations that are compliant with the requirements of a CSG, registration from NGAs or LGUs;

1.b A sworn affidavit (**Appendix "1"**) executed by the head or its authorized representative that affirms that:

i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and

ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

Technical Requirements

1.c Statement of all its completed contracts (**Appendix "2"**) similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods similar to the Community-based project to be bid.

The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.

1.d Certification from the National Dairy Authority certifying a farmer or organization that is capable of providing the milk supply needs of the program of the DepEd Schools Division Office of Digos City.

Financial Requirements

1.e Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

For Organized CSG that has participated in any government Community-based Project for the past two (2) years:

1.f Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and

1.g Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

Appendix A

Type of Food	Pasteurized Milk																	
Serving Size	200ml																	
Flavor	May be flavored or non-flavored,if flavored preferably chocolate or vanilla																	
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy, and no sour smell. It should be delivered frozen or with ice.																	
Packaging	<ul style="list-style-type: none">Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles, or gable top.Should indicate the Batch and Lot numbers.The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.If possible, there must be a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates "DepEd SBFP-NOT FOR SALE"																	
Expiration	The expiration date should be at least 5 days from the date of delivery.																	
Nutritional Content	<table><thead><tr><th>Particulars</th><th>Amount Per Serving</th></tr></thead><tbody><tr><td>Energy</td><td>Greater than equal to 140 Kcal</td></tr><tr><td>Protein</td><td>Not less than 4 g</td></tr><tr><td>Total Fat</td><td>Less than or equal to 7 g</td></tr><tr><td>Saturated Fat</td><td>Less than or equal to 4 g</td></tr><tr><td>Total Carbohydrates</td><td>Not less than 15 g and not greater than 27g</td></tr><tr><td>Sugar</td><td>Not less than 15 g and not greater than 27g</td></tr><tr><td>Calcium</td><td>Not less than 220 mg and not greater than 480 mg</td></tr></tbody></table> <p>Energy, Protein, Carbohydrates, and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amounts as stated above.</p>		Particulars	Amount Per Serving	Energy	Greater than equal to 140 Kcal	Protein	Not less than 4 g	Total Fat	Less than or equal to 7 g	Saturated Fat	Less than or equal to 4 g	Total Carbohydrates	Not less than 15 g and not greater than 27g	Sugar	Not less than 15 g and not greater than 27g	Calcium	Not less than 220 mg and not greater than 480 mg
Particulars	Amount Per Serving																	
Energy	Greater than equal to 140 Kcal																	
Protein	Not less than 4 g																	
Total Fat	Less than or equal to 7 g																	
Saturated Fat	Less than or equal to 4 g																	
Total Carbohydrates	Not less than 15 g and not greater than 27g																	
Sugar	Not less than 15 g and not greater than 27g																	
Calcium	Not less than 220 mg and not greater than 480 mg																	
Delivery Schedule	delivered every Monday																	
Drop-off Points	delivered to the 18 identified drop-off points																	
Additional Requirement	The supplier will provide a replacement in case during the delivery, NFP item/s is/are found defective/damaged in packaging, or due to presence of insects, molds, and other conditions which are not normal of said products. Hence, the supplier must bring extra items which shall serve as “buffer” items for its immediate replacement in case of defects or damages.																	



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

**SCHOOL-BASED FEEDING PROGRAM- MILK COMPONENTS SCHEDULE OF DELIVERY
SY-2025-2026**

WEEK	SCHEDULE OF DELIVERY	No. of Days
1	July 14-18,2025	5days
2	July 21-25,2025	5days
3	July 28-August 01, 2025	5 days
		Total :15 days

Prepared by:

[Signature]
DAISSY JANE P. SANOY, RN
Nurse II-SBFP-Focal

Reviewed by:

[Signature]
SOLLIE B. OLIVER, JD.MATE
Chief ES-SGOD

Noted:

[Signature]
MELANIE P. ESTACIO, PhD.CESO VI
Schools Division Superintendent

DROP-OFF POINTS

Oriental District	South District	Mt.Apo District	Occidental District
RMCES drop off point	SAN MIGUEL E/S drop off point	a. G.Reusora e/s drop off point	DCCES drop off point
a.I.Abalayan e/s	Igpit e/s drop off point	b. Soang e/s drop off point	a. Cogon e/s
b.Dawis e/s		c. Binaton e/s drop off point	b. J. Alberca e/s
c.DMMES		d. Matti e/s drop off point	Ruparan e/s drop off point
APLAYA E/S drop off point	Colorado e/s drop off point		a. Damnas e/s
a.P.Garcia e/s	a.Lungag e/s	Rizal CES drop off point	
b.Badiang e/s	b.C.Nonol e/s	1.N.Isidro e/s	b. Ranao e/s
c. Kibanban e/s		Marawer e/s drop	
	R.Saplala e/s drop off point		
	A. Maniapao e/s	Apolandia e/s drop off point	P.Basalan e/s drop off point
	B.Mahayahay e/s		D.Abawag e/s
	C.Balabag e/s		
	Bagumbuhay e/s drop off point		Dulangan e/s drop off point
			a.F.Alferez e/s

Prepared by:

[Signature]
DAISSY JANE P. SANJOY, RN
 NURSE II

Noted:

[Signature]
SOLLIE B. OLIVER, JD.MATE
 Chief ES-SGOD

Appendix "1"

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. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:
 - a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
 - b. [Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured] None of us has any related business to the Community-based Projects being procured at hand.
 - c. [Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.] The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business

4. [Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups] Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.
5. 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 COMMUNITY OR
SOCIAL GROUP REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Appendix “2”

STATEMENT OF COMMUNITY GROUP’S
COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE
BID OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS
SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID

Name of the Completed Contract	Contract Date	Period/ Duration/ Delivery Date	Amount Involved	Definition or description of the project or major categories of work	Supporting Documentary Proofs (e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex “ _ ”

[Insert NAME OF COMMUNITY OR
SOCIAL GROUP REPRESENTATIVE]
[Insert signatory’s legal capacity