



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

**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the "**PROCUREMENT and DELIVERY of Fresh milk for Project No. 24-03-029A: Procurement of School-Based Feeding Program Nutritious Food Products and Milk Component**" for CY 2024 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 **Two Million Three Hundred Eleven Thousand Eight Hundred Twenty-Five Pesos Only (P2,311,825.00)**.

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

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than April 29, 2024, 1:30 PM** at the DepEd SDO-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 GPPB Resolution No. 18-2021, dated 22 October 2021.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, cellphone no. **09628878599** or email address at [bac.digoscity@deped.gov.ph](mailto:bac.digoscity@deped.gov.ph).

**MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.**  
*BAC Chairperson*

For and in the absence of the Chairperson:

  
**IDA I. JUEZAN**  
Bac Member

Date: **April 26, 2024**

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Store/Shop : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_  
 RFQ Number : **24-03-029A**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) 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 SPECIFICATION**

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Lot 1</b>		<b>Procurement and Delivery of:</b>			
	<b>pouch</b>	<b>Fresh Milk</b>	<b>3925</b>		
		(31 Feeding days)			
		Please see attached <b>Annex A</b> for Pasteurized Milk specifications			
		- Fresh milk must be delivered to identified drop-off points:			
		1.RMCES, 2.Aplaya ES, 3.DCCES, 4.Ruparan ES, 5.Colorado ES, 6.San Miguel ES, 7.Binaton ES and 8.Rizal CES			
		- 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			
		- Delivery schedule: Schedule will be provided by the Program holder.			

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

**Financial Offer**

<b>Approved Budget for the Contract</b>	In words:
<b>Two Million Three Hundred Eleven Thousand Eight Hundred Twenty Five Pesos Only</b> <b>P2,311,825.00</b>	_____
	_____
	In figures:
	_____
	_____

<b>Payment Details:</b>	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.
<b>Banking Institution</b>	_____
<b>Account Number</b>	_____
<b>Account Name</b>	_____
<b>Branch</b>	_____

**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

<b><u>SCHEDULE OF REQUIREMENTS</u></b>	<b><u>Delivery Schedule</u></b>
<b>Delivery of goods/supplies (enumerated under Technical Specifications)</b>	<b>Schedule will be provided by the Program holder.</b>

**TERMS AND CONDITIONS:**

1. Bidders shall provide 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.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **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 chargeable to the contractor's account.**

**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 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, or implement the Simple Infrastructure Projects, at an equal or higher established standards.

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.

Financial Requirements

- 1.d 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.e 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.f 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.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone/Fax/Mobile no.

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Email address/es

**Annex A**

Type of Food	<b>Pasteurized Milk</b>																		
Serving Size	200ml																		
Flavor	May be flavored or non-flavored (for decision of the End-user)																		
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"> <li>• Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles, or gable top</li> <li>• Should indicate the Batch and Lot numbers</li> <li>• The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.</li> <li>• If possible, there must be an imprinted sign per pack which indicates "<b>NOT FOR SALE</b>".</li> </ul>																		
Expiration	The expiration date should be a week (7 days) from the date of delivery.																		
Nutritional Content	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Minimum Amount Per Serving</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td><b>120-180 kcal</b></td> </tr> <tr> <td>Protein</td> <td><b>7-10 g</b></td> </tr> <tr> <td>Total Fat</td> <td><b>3-7 g</b></td> </tr> <tr> <td>Saturated Fat</td> <td><b>2-4g</b></td> </tr> <tr> <td>Total Carbohydrates</td> <td><b>7-27g</b></td> </tr> <tr> <td>Dietary Fiber</td> <td><b>0g</b></td> </tr> <tr> <td>Sugar</td> <td><b>7-27g</b></td> </tr> <tr> <td>Calcium</td> <td><b>220-480 mg</b></td> </tr> </tbody> </table>	Particulars	Minimum Amount Per Serving	Energy	<b>120-180 kcal</b>	Protein	<b>7-10 g</b>	Total Fat	<b>3-7 g</b>	Saturated Fat	<b>2-4g</b>	Total Carbohydrates	<b>7-27g</b>	Dietary Fiber	<b>0g</b>	Sugar	<b>7-27g</b>	Calcium	<b>220-480 mg</b>
	Particulars	Minimum Amount Per Serving																	
	Energy	<b>120-180 kcal</b>																	
	Protein	<b>7-10 g</b>																	
	Total Fat	<b>3-7 g</b>																	
	Saturated Fat	<b>2-4g</b>																	
	Total Carbohydrates	<b>7-27g</b>																	
	Dietary Fiber	<b>0g</b>																	
	Sugar	<b>7-27g</b>																	
	Calcium	<b>220-480 mg</b>																	
*Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.																			

Delivery Schedule	(to be supplied by the End-user)
Drop-off Points	(to be supplied by the End-user; one or two drop-off point per school district/SDO)

\*Provide samples for sensory evaluation and acceptability test.

Type of Food	<b>Sterilized Milk</b>	
Serving Size	180-200 ml	
Flavor	May be flavored or non-flavored (for decision of the End-user)	
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy, and no sour smell. If in cans, there is no sign of bulging and dent.	
Packaging	<ul style="list-style-type: none"> <li>• Individually packed using retortable can, doyp packaging pouches or gable top.</li> <li>• Should indicate the Batch and Lot numbers</li> <li>• The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.</li> <li>• If possible, there must be an imprinted sign per pack which indicates "<b>NOT FOR SALE</b>".</li> </ul>	
Expiration	The expiration date should be at least 5 months from the date of delivery	
Nutritional Content	Particulars	Minimum Amount Per Serving
	Energy	<b>130-180 kcal</b>
	Protein	<b>6-10 g</b>
	Total Fat	<b>3-7 g</b>
	Saturated Fat	<b>2-4g</b>
	Total Carbohydrates	<b>15-24g</b>
	Dietary Fiber	<b>0-3g</b>
	Sugar	<b>15-24g</b>

	Calcium	<b>220-680mg</b>
	Energy, Protein, Carbohydrates and Fats must be expressed in rounded off to whole numbers, but not lower than the minimum amount as stated above.	
Delivery Schedule	(to be supplied by the End-user)	
Drop-off Points	(to be supplied by the End-user)	

\*Provide samples for sensory evaluation and acceptability test.

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**

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

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