



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division Office of Cebu City

BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES
REQUEST FOR PRICE QUOTATION

RFQ No.: 2024-07-89A
 Date: July 19, 2024
 PR No.: 89A

Company TIN:
 Gentlemen:

Please quote your lowest price on the items listed below, subject to the Terms & Conditions "Annex A" hereof and submit your quotation duly signed by your authorized representative and the eligibility documents at DepEd, Cebu City Division, Bids and Awards Committee, Promotional Office, 2nd Floor DepEd Bldg, Imus Avenue, Brgy. Day-as, Cebu City. **Insert your duly accomplished quotation with the required documents inside an envelope and seal the same.** For more information, please contact the BAC Secretariat at Telephone Number **2539095**. Prospective supplier shall be responsible to verify the quoted items.

RAVELNE S. MANAWATAO **JENNIFER J. EGGER** **CELESTINA N. GOHETIA** **JANITA TELAGA** **ATTY. VIL P.A.P. VILLABAS**
 BAC Member
ALLAN R. PANGHOLJR. **ADOLEF R. AGUIAR**
 BAC Vice-Chairman BAC Chairman

Item Nos.	ITEM & DESCRIPTION	QTY	UNIT	Approved Budget for the Contract (ABC)		Supplier/Bidder's Quotation	
				Unit Price	Total Price	Brand/Model if applicable	Unit Price
1	SUPPLY AND DELIVERY OF PASTEURIZED MILK, PLAIN FOR SCHOOL BASED FEEDING PROGRAM FOR SY 2024-2025	665,963	bottle	19.00	12,653,297.00		
***** NOTHING FOLLOWS *****							
for SBFP DEPED CEBU CITY DIVISION USE							

Terms of payment: _____
 Note: Price Validity: 120 days from the date of quotation
 After having carefully read and accepted the terms and conditions of this RFQ, I/We quote you on the item at prices noted above inclusive of all costs and applicable taxes.

Date: _____
 Address: _____
 Supplier/Bidder Authorized Representative's Signature over Printed Name
 Telephone No.: _____
 Email address: _____
 Mayor's Permit No.: _____
 DT/SEC/CDA Registration Certificate No.: _____
 Phil-GEPS Registration No.: _____
 (Please submit the photocopies of the above documents upon submission of quotation)

Canvassed by: _____
 Signature over Printed Name
 Division Authorized Canvasser



8 New Imus Ave., Brgy. Day-as, Cebu City (032) 254-5923
 cebu.city@deped.gov.ph depedcebu.city.com DepEd Tayo Cebu City



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REGION VII – CENTRAL VISAYAS
Schools Division Office of Cebu City

ANNEX A

RFQ No. : 2024-07-89_A
Date: July 19, 2024
PR No. : 89_A

**SUPPLY AND DELIVERY OF PASTEURIZED MILK FEEDING-
SCHOOL BASED FEEDING PROGRAM FOR SY 2024-2025 OF SCHOOLS DIVISION OF CEBU CITY**
TECHNICAL SPECIFICATIONS OF MILK FY 2024

DESCRIPTION		COMPLIANCE
Type of Food	PASTEURIZED MILK	
Qty	665,963 bottles	
Serving Size	200 ml	
Flavor	Unflavored	
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	Individually packed in High-Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles Should indicate the Batch and Lot numbers The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date	
Expiration	There must be an imprinted sign per pack which indicates "NOT FOR SALE" The expiration date should be a week (7days) from the date of delivery	
Nutritional Content	Particulars	Minimum Amount Per Serving
	Energy	120-180 kcal
	Protein	7-10 g
	Total Fat	3-7 g
	Saturated Fat	2-4 g
	Total Carbohydrates	7-27g
Nutritional Content	Dietary Fiber	0 g
	Sugar	7-27 g
	Calcium	220-480 mg
Delivery Schedule	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 see attached file (Annex B)	
Drop-off Points	ALL 16 DISTRICT SCHOOLS (SAN NICOLAS DISTRICT, LABANGON DISTRICT, LAHUG DISTRICT,BO. LUZ DISTRICT, TEJERO DISTRICT, MABOLO DISTRICT, GUADALUPE DISTRICT, CITY CENTRAL DISTRICT, PARDO DISTRICT, HIPODROMO DISTRICT, TALAMBAN DISTRICT, ZAPATERA DISTRICT, DIVNES DISTRICT, PUNTA PRINCESA DISTRICT, MAMBALING DISTRICT AND INAYAWAN DISTRICT	
Provide samples for sensory evaluation and acceptability		

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder Signature Over Printed Name of Representative/ Date



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"ANNEX C"

RFQ No. : 2024-07-89A

(SUPPLY AND DELIVERY OF PASTEURIZED MILK FEEDING - SCHOOL BASED FEEDING PROGRAM FOR SY 2024-2025 OF SCHOOLS DIVISION OF CEBU CITY)

TERMS AND CONDITIONS

MILK PRODUCT QUALITY & PACKAGING

- SDO-CEBU CITY shall source its supplies from local dairy farms, producers, and/or dairy cooperatives, and shall ensure that the type of milk to be supplied should either be Pasteurized Milk OR Sterilized Carabao/Cow's Milk.
- SDO and _____ may agree on the flavor/s of the milk.
- The milk products should contain the following Nutritional Contents per serving:

Particulars	Minimum Amount Per Serving
Energy	120-180 kcal
Protein	7-10 g
Total Fat	3-7 g
Saturated Fat	2-4 g
Total Carbohydrates	7-27g
Dietary Fiber	0 g
Sugar	7-27 g
Calcium	220-480 mg

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.

- The milk should be packed individually using the standard design, with a serving size of 200 ml per pack
- Pasteurized milk should be packed in (High Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles)
- Essential storage instructions/information must be prominently displayed on the label (e.g. "Best Before Date", the "Expiration Date", "Keep Refrigerated", "Store in a Cool Dry DELIVERY

a. The mode, schedule and other specifications of delivery shall be determined by the SDO and the _____ in consideration of the local conditions, and the provisions under the Operating MOA. Delivery must be made once or twice a week at the schools during school days only, until 4:00 PM (or end of business day). No delivery shall be made during holidays and weekends

b. The Supplier's delivery personnel should wear clean attire with Personal Protective Equipment (PPE) such as face masks, hair net, hand gloves, etc., and covered footwear. They are also allowed to smoke while inside DepEd/school premises.

a. The Supplier's vehicle(s) should be clean and regularly sanitized. It should not be used to transport unhygienic materials such as wastes, sand, stones, and other construction materials.

STORAGE

a. In addition to the storage instructions from BLSS-SHD, supplies must be unloaded at a stockroom or designated area, safekeeping of milk stocks shall be the responsibility of the School Head and school personnel.

b. The pasteurized milk shall be stored in freezers or chillers shall be stored in a cool, dry place prior to its distribution at lunch time. When necessary for preservation, unused delivered stocks for the day shall be stored properly to ensure its quality and freshness

INSPECTION & ACCEPTANCE

- All deliveries of the _____ shall be subject to inspection and acceptance by the SDO.
- All milk packs and bottles to be delivered should be clean, without leaks, and not spoiled. Signs of spoilage include, but is not limited to, off odor, bulging packs, curdled or with lumps, thick texture, silmy or clotty.
- All complaints must be addressed before the expiry date.

RECALL AND REPLACEMENT

a. SDOs shall reject all milk packs that are unclean, with leaks, and spoiled subject to replacement by the _____ using their buffer stocks or on the next delivery.

b. In the event of food poisoning, dairy allergies, and other food-borne illnesses proven to be caused by defective milk prior to acceptance which may lead to hospitalization or death of a beneficiary, the local dairy producer and/or cooperative shall provide the immediate necessary assistance without need of any demand from the NDA, in accordance with the agreement of both PARTIES to be followed by a thorough investigation.

c. Prior to the conduct of or pending investigation, the Supplier shall immediately recall and replace the milk products.

RESERVATION CLAUSE

DepEd, Cebu City Division reserves the right to reject any and all quotations, not to award the PO or annul the bidding process without thereby incurring any liability to the affected parties.

SPECIAL CONDITIONS

- Pasteurized milk must be sorted per school and placed in a styro box. Each box must be labeled with the name of school and shall indicate the number of milk bottles.
 - Pasteurized milk shall be delivered frozen
 - If there are emergency declaration of suspension of classes milk distribution will be deferred temporarily until face to face classes resumes
- I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder: Signature Over: Printed Name of Representative/ Date



2 New Imus Ave., Brgy. Day-as, Cebu City (032) 254-5923

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DepEd Tayo Cebu City

(SUPPLY AND DELIVERY OF PASTEURIZED MILK FEEDING - SCHOOL BASED FEEDING PROGRAM FOR SY 2024-2025 OF SCHOOLS DIVISION OF CEBU CITY)

ELIGIBILITY REQUIREMENTS

I. FOR ORGANIZED COMMUNITY OR SOCIAL GROUPS

(Organized Community or Social Group – shall refer to a CSG that has a defined organizational structure, identified membership and leadership, and adopts a principle of shared responsibility for their actions. It shall likewise be registered with the appropriate regulatory body such as but not limited to Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), Department of Agriculture (DA), and National Commission on Indigenous Peoples (NCIP). It may include Accredited Farmers and Fisherfolk Cooperative and Enterprise, Civil Society Organizations (CSO), and Community-based Organizations, such as Department of Agrarian Reform's Beneficiaries Organizations, Department of Social Welfare and Development's Sustainable Livelihood Associations.)

Legal Requirements

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

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

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, 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.

Additional requirements for Simple Infrastructure Projects:

(N/A = Not Applicable)

N/A

d. Statement of the CSG's ongoing government and private contracts indicating the outstanding and uncompleted portions thereof including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

N/A

e. Philippine Contractors Accreditation Board license pursuant to Presidential Decree No. 4566, as amended.

Financial Requirements

f. 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:

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

h. 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.

Additional requirements for Simple Infrastructure Projects:

(N/A = Not Applicable)

N/A

i. The Organized CSG's computation of Net Financial Contracting Capacity (NFCC), where the values of the CSG's current assets and current liabilities shall be based on the latest AFS submitted to the BIR. The computation of a CSG's NFCC must be at least equal to the ABC of the Community-based Project, calculated as follows:

NFCC = [(Current assets minus current liabilities)(15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

II. FOR UNORGANIZED COMMUNITY OR SOCIAL GROUPS

Unorganized Community or Social Group – shall refer to a CSG that is not registered in any government regulatory body or a member of a duly recognized private organization. Unorganized Community Groups may include community labor groups or pakyaw groups, associations of barangay health workers, farmers, fisherfolk, women, elderly, indigenous peoples, parent-teacher associations, among others.)

Legal Requirements

a. A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE; and

b. A sworn affidavit (Appendix “1”) executed by the head or authorized representative that:

- i. none of its organizers, 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 TWG or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and

ii. commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand if no performance or warranty security is required by the PE.

Technical Requirements

c. List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.

Financial Requirements

d. Photocopy or scanned copy of the bank account under the name of any of its officers or members with the complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, general journal, and general ledger.

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 Relate 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]



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RFQ No. : 2024-07-49A

"ANNEXE"

(SUPPLY AND DELIVERY OF PASTEURIZED MILK FEEDING - SCHOOL BASED FEEDING PROGRAM FOR SY 2024-2025 OF SCHOOLS DIVISION OF CEBU CITY)

**SUPPLY AND DELIVERY OF PASTEURIZED MILK FEEDING- SCHOOL BASED FEEDING PROGRAM FOR SY
2024-2025 OF SCHOOLS DIVISION OF CEBU CITY**
MANNER / TERMS OF PAYMENT

I. NDA

- The NDA shall assess and collect one and a half (1.5%) Service Fee to be computed on the basis of the full amount as stated in the contract awarded to the Community or Social Group (CSG) with Lowest Calculated Quotation (LCQ) or Single Calculated Quotation (SCQ). Said 1.5% Service Fee shall be imposed to cover the administrative and other overhead to their quality assurance function. The payment of Service Fee shall be transferred to NDA on a staggered basis as follows:
 - ✓ 50% after signing of this Op-MOA
 - ✓ 30% after submission of the Results of the Microbiological and Physicochemical Tests for the first month of delivery; and
 - ✓ 20% after submission of the Microbiological and Physicochemical Tests for the second month of delivery, an Accomplishment Report of the services provided to the SDC for the implementation of the Milk Feeding Program, and a Certificate of Completion and Acceptance of Services to the SDOs after the milk deliveries have been completed.

The Service Fee shall be taken from the Program Support Funds of the SDOs

II. SUPPLIER FOR THE PASTEURIZED MILK SY 2024-2025

- The supplier shall submit billing to DepEd Cebu City Division monthly after delivery of all goods/ items for payment purposes.
The supplier shall issue Delivery Receipt during delivery and sales invoice as attachment to billing statement. Non-compliance thereon gives DepEd Cebu City Department the right to dis allow payment of the bill; and any falsehood or misrepresentation in the Certification of shall constitute breach of the contract which is a ground of termination thereof.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder Signature Over Printed Name of Representative/ Date



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