



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL

**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT –**  
**COMMUNITY PARTICIPATION (NP-CP)**

**Date: April 24, 2025**  
**RFQ No.: 2025-04-0015**

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No: \_\_\_\_\_  
PhilGEPS Registration Number (if any): \_\_\_\_\_

1. In view of the implementation of the School-Based Feeding Program-Milk Component, the **SCHOOLS DIVISION OF DAVAO ORIENTAL**, through its Bids and Awards Committee (BAC), invites bidders for the **PROCUREMENT AND DELIVERY OF SCHOOL-BASED FEEDING PROGRAM-MILK COMPONENTS PASTEURIZED MILK SY 2025-2026** through Section 53.12 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as revised under Government Procurement Policy Board (GPPB) Resolution No. 18-2021.
2. The Approved Budget for the Contract is **Two Million Five Hundred Seventeen Thousand and Seven Hundred Ninety-Five Pesos Only (PHP 2,517,795.00).**
3. Please submit your proposal for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Quotation duly signed by you or your duly authorized representative **on or before 8:45 A.M. on May 06, 2025.**

Please quote your **best offer** for the item/s described herein addressed to:

**CHRISTIAN N. SANGO**  
*Chairperson, Bids and Awards Committee*  
DepEd Division of Davao Oriental  
Government Center, Brgy. Dahican, City of Mati, Davao Oriental

4. The schedule of bidding activities are as follows:

ACTIVITIES	SCHEDULE
Advertising / Posting of Request for Quotation / Start of Availability of Request for Quotation	April 25, 2025
Pre-Negotiation Conference	April 28, 2025, 1:00 P.M.
Submission of Quotations and Legal / Technical Documents (in sealed envelope)	May 06, 2025, 8:45 A.M.
Opening of Quotations	May 06, 2025, 9:00 A.M.

5. The following documents are required to be submitted along with your proposal on the above-set deadline.



## CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

### I. TECHNICAL COMPONENT ENVELOPE

#### Legal Documents

- Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations, or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGAs or LGUs; and
- Sworn affidavit (prescribed form attached) executed by the head or its authorized representative that affirms that 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
- Disclosure of related business, if any, and extent of ownership therein.

#### Technical Component

- List of completed contracts similar to procurement or list indicating the experiences of members of the community-based service provider that satisfies the technical requirements of the procurement at hand in terms of its capacity to deliver the goods at 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.

### II. FINANCIAL COMPONENT ENVELOPE

- 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:

- 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
- 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.

6. The DepEd Division of Davao Oriental reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.
7. *In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.*

For any clarification, you may contact us at telephone no. (087) 388-3372.

  
**CHRISTIAN N. SANGO**

Chairperson, Bids and Awards Committee



### INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to a deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [davor.bac@deped.gov.ph](mailto:davor.bac@deped.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Schools Division of Davao Oriental 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time set by the procuring entity. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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 procuring entity may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>PROCUREMENT AND DELIVERY OF SCHOOL-BASED FEEDING PROGRAM- MILK COMPONENTS PASTEURIZED MILK SY 2025-2026</b>			
<b>Minimum Technical Specifications</b>		<b>Offered Technical Specification / Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
Note: Non-compliance with the minimum required specifications shall be rejected.			
Type of Milk:	Pasteurized Milk		
Flavor:	Non-Flavored (plain)		
Serving size:	200ml		
Quality:	Milk should be 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 food-grade polyethylene pouches or high-density polyethylene (HDPE), polyethylene terephthalate (PET) bottles or gable top. *The packaging must clearly and readably indicate the Manufacturing Date and Expiration date. *If possible, there must be a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates <b>"DepEd SBFP-Not for Sale"</b>		

Expiration:	The expiration date should be at least 5 days from the date of delivery.		
Delivery:	The goods will be delivered weekly, every Monday morning, in the identified 18 drop-off points.		
Contract duration: 30 calendar days			
<b>Nutritional Content:</b>			
Serving size: 200ml			
No. of servings per container: 1			
Energy, <b>Greater than 140g</b>			
Total fat (g), <b>Less than or equal to 7g</b>			
Saturated fat (g), <b>Less than or equal to 4g</b>			
Total Carbohydrates (g), <b>15g - 27g</b>			
Sugar (g), <b>15g - 27g</b>			
Total Protein (g), <b>Not less than 4g</b>			
Calcium (mg), <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 amounts as stated above.			

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Name and Signature of Authorized Representative