



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Date: April 5, 3024

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT-COMMUNITY PARTICIPATION
DepEd-SCM-2024-018

Procurement of Pasteurized Milk for the Implementation of School-Based Feeding Program for SY 2023-2024

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (*see Annex "A" of the Request for Quotation*), subject to terms and conditions stated in the RFQ.

Unit	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
pouch	70,590	200ml Pasteurized Milk individually packed in food-grade polyethylene pouches (see Annex "D" for the detailed specifications)	1,341,210.00
Total			1,341,210.00

Approved Budget for the Contract : **Php: One Million Three Hundred Forty-One Thousand Two Hundred Ten (P1,341,210.00)**

Contract Duration : **Thirty-Nine (39) days.**

Project Site : **Schools Division Office Science City of Munoz**

Drop-off Points : **Munoz Central School and Linglingay Elementary School
7:30 AM to 9:00 AM**

Publication Date : **April 5, 2024**

Deadline of Submission of Proposals : **April 12, 2024 - 8:30 AM at the SDO - Records Section**

Opening of Proposals : **April 12, 2024 - 9:00 AM**

Venue of the Opening of Proposals : **SGOD Office, SDO, Brgy. Rizal, Science City of Muñoz**

Participating CSGs shall submit their sealed quotations at the SDO Records Section, if submitted manually, or password-protected quotation to *sdobac.munoz@deped.gov.ph*, if submitted electronically on the date and time prescribed in the terms and conditions of the RFQ, in accordance with Section 29 of the 2016 revised IRR of RA 9184. **Late submission of quotations shall not be accepted and considered.**

The Community or Social Groups (CSGs) shall submit the following:

A. For Organized Community or Social Groups

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 Organizations, 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 (*see Annex "B"*) 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 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 at an equal or higher established standards (*see Annex "C"*).

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

- 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:

- 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
- 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.

B. For Unorganized Community or Social Groups

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 (*see Annex "B"*) 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

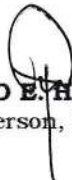
- c. List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.

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, and general ledger.

Contract Implementation

- a) Advance payment may be released in an amount not exceeding fifteen percent (15%) of the total contract price in accordance with the provisions of the Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials, and the Contract Implementation Guidelines for the Procurement of Infrastructure Projects, or Annexes "D" and "E" of the IRR of RA No. 9184.
- b) The PE shall require performance and warranty securities for the Organized CSG, in accordance with Sections 39 and 62 of RA No. 9184 and its 2016 revised IRR. On the other hand, the PE shall determine whether a performance or warranty security is needed for the Unorganized CSG and direct purchase from Local Farmer or Local Fisherfolk to ensure the faithful performance of its obligations under the contract.
- c) In case a different or new works are needed during project implementation, requests or proposals for any change or variation orders covering Simple Infrastructure Projects shall be made and evaluated in accordance with the Contract Implementation Guidelines for the Procurement of Infrastructure Projects or Annex "E" of the 2016 revised IRR of RA No. 9184.
- d) The CSG, Local Farmer or Local Fisherfolk, shall submit a written request for payment to the PE, accompanied by an invoice describing as appropriate the delivery made, quantity and quality of goods delivered, and the amount due to the CSG, Local Farmer or Local Fisherfolk.
- e) Payment shall be released based on the terms provided in the contract and only upon validation by the End-User unit that the CSG or Local Farmer or Local Fisherfolk has delivered or performed the outputs specified in the contract and the same has been inspected and accepted by the PE as satisfactory in accordance with the technical specifications or scope of work, and applicable government budgeting, accounting, and auditing rules.
- f) In promoting financial inclusivity, the PE shall consider using to the extent possible authorized digital payment system in its financial transactions, subject to the applicable government budgeting, accounting, and auditing rules.


RONILO E. HILARIO, CESO VI
Chairperson, Bids and Awards Committee

Price Quotation Form

Date: _____

RFQ No. **DepEd-SCM-2024-018**

The Chairperson, Bids and Awards Committee
Schools Division Office – Science City of Muñoz
Brgy. Rizal, Science City of Muñoz

Sir/Madam:

After having examined the **Request for Quotation No. DepEd-SCM-2024-018** which includes the **Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned offers to _____ in conformity with the said Request for Quotation for the sum stated hereunder:

UNIT	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
pouch	70,590	200ml Pasteurized Milk individually packed in food-grade polyethylene pouches (see Annex "D" for the detailed specifications)		

TOTAL PRICE IN WORDS: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

However, we understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this _____.

Name /Signature/ Designation / Capacity

Duly authorized to sign Quotation for and on behalf of:

Name of CSG / Address / Contact No.

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]

**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]

Type of Food	Pasteurized Milk													
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"> Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE) and 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. If possible, there must be an imprinted sign per pack which indicates "NOT FOR SALE". 													
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>120-180 kcal</td> </tr> <tr> <td>Protein</td> <td>7-10 g</td> </tr> <tr> <td>Fat</td> <td>3-7 g</td> </tr> <tr> <td>Carbohydrates</td> <td>12-30 g</td> </tr> <tr> <td>Calcium</td> <td>220-480 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 amount as stated above.</p>		Particulars	Minimum Amount Per Serving	Energy	120-180 kcal	Protein	7-10 g	Fat	3-7 g	Carbohydrates	12-30 g	Calcium	220-480 mg
Particulars	Minimum Amount Per Serving													
Energy	120-180 kcal													
Protein	7-10 g													
Fat	3-7 g													
Carbohydrates	12-30 g													
Calcium	220-480 mg													
Delivery Schedule	(to be supplied by the End-user)													
Drop-off Points	(to be supplied by the End-user; one or two drop-ff point per school district/SDO)													

*Provide samples for sensory evaluation and acceptability test.