



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Bids and Awards Committee

Date : August 16, 2024
Reference No.: RFQ2024-08-118
Mode of Procurement: NP-CP

REQUEST FOR QUOTATION

Please quote your price inclusive of VAT on the item/s listed below. Submit your Quotation and photocopy of the following requirements in a sealed envelope (signed by you or your representative across the seal) not later than **August 22, 2024, 9:00 AM** to wit: 1. Mayor's permit 2. PhilGEPS Registration Number Certificate, 3. Certificate of Registration (BIR Form 2303) and 4. DTI Permit and other requirements for NP-Community Participation. (see attached)

The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project - similar to the manner of submission of bids in a Public Bidding. It must be duly received by the **SDO Alaminos City Records Office** through manual submission, to be forwarded to the BAC Secretariat, or send it through email address at **bac.alaminoscity@deped.gov.ph**. The submitted quotation shall be opened and read in the presence of the BAC members and the undersigned or any representative in lieu of him/her.

WILFREDO E. SINDAYEN, CESO VI
BAC Chairperson

Terms and Conditions:

1. All Entries must be typewritten or written legibly.
2. Delivery period: Seven (7) Calendar Days from Supplier's receipt of Purchase Order
3. Submit warranty certificate: six (6) months for supplies & materials; One (1) year for equipment, from the date of acceptance by the Procuring Entity
4. Price validity: (30) calendar days from the deadline set for submission of quotations
5. The ABC (by lot) for this project/program/activity/ies is/are

P 1.685.880.00

Note:

The Head of the Procuring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare a failure of the procurement process at any time prior to the contract award or to not award the contract pursuant to existing guidelines, without incurring any liability.

Item No.	Item Description / Technical Specification	Brand/ Model	QTY	UNIT	UNIT PRICE	TOTAL (Qty x Unit Price)
1	Pasteurized Carabao Milk 200ml		80,280	pack		
	<i>(Please see attached technical specifications and delivery schedules)</i>					
	X X X X X X X X				TOTAL	
Purpose:	Supply and Delivery of Pasteurized Carabao's Milk Packs for the Implementation of School-Based Feeding Program (SBFP) Milk Feeding Component SY 2024-2025					
Supplier's Company Name:				TIN:		
Address:						
Contact Number:						
				Signature over Printed Name		

Technical Specifications

Type of Food	Pasteurized Carabao's Milk																		
Flavor	Any Flavor																		
Serving Size	200mL																		
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slim, and no sour smell and It should be delivered frozen or with ice																		
Packaging	Individually packed in food-grade polyethylene pouches Should indicate the Batch and Lot numbers The package must clearly and readably indicate the Manufacturing date and the Expiration date There should be an imprinted sign per pack which indicates "NOT FOR SALE"																		
Expiration	The expiration date should be seven days from the date of the delivery																		
Nutritional Content	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;">Minimum Amount Per Serving</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td style="text-align: center;">140-180 Kcal</td> </tr> <tr> <td>Protein</td> <td style="text-align: center;">4-10 g</td> </tr> <tr> <td>Total Fat</td> <td style="text-align: center;">3-7g</td> </tr> <tr> <td>Saturated fat</td> <td style="text-align: center;">3-4g</td> </tr> <tr> <td>Total Carbohydrates</td> <td style="text-align: center;">15-27g</td> </tr> <tr> <td>Dietary Fibber</td> <td style="text-align: center;">0 g</td> </tr> <tr> <td>Sugar</td> <td style="text-align: center;">15-27g</td> </tr> <tr> <td>Calcium</td> <td style="text-align: center;">220-480mg</td> </tr> </tbody> </table> <p>Energy, protein, carbohydrates, and fats must expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.</p>		Minimum Amount Per Serving	Energy	140-180 Kcal	Protein	4-10 g	Total Fat	3-7g	Saturated fat	3-4g	Total Carbohydrates	15-27g	Dietary Fibber	0 g	Sugar	15-27g	Calcium	220-480mg
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Delivery Schedule	Starting on September 16, 2024 to November 7, 2024, Pasteurized Carabao's Milk will be delivered twice per week for a total of 8 weeks, following a consistent schedule. Deliveries will occur every Mondays and Thursdays in Weeks 1,2,3,4,5,6,7,8. The delivery time must be within office hours. If classes are cancelled due to natural calamities and holidays, the delivery will be rescheduled for the next available time																		
Drop-off Points	Garage/Parking Space below the SDO Alaminos City Educators' Hall																		
Payment Schedule	Staggered payment once distribution has started																		



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Office of the Schools Division Superintendent

**PASTEURIZED MILK DELIVERY SCHEDULE: MONDAY & THURSDAY
S.Y. 2024-2025**

No. of delivery	Date	No. of Days	Total No. of Packs
1	September 16, 2024	3	6,021
2	September 19, 2024	2	4,014
3	September 23, 2024	3	6,021
4	September 26, 2024	2	4,014
5	September 30, 2024	3	6,021
6	October 3, 2024	2	4,014
7	October 7, 2024	3	6,021
8	October 10, 2024	2	4,014
9	October 14, 2024	3	6,021
10	October 17, 2024	2	4,014
11	October 21, 2024	3	6,021
12	October 24, 2024	2	4,014
13	October 28, 2024	3	6,021
14	October 31, 2024	2	4,014
15	November 4, 2024	3	6,021
16	November 7, 2024	2	4,014
		Total:	80,280

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan

Telephone Number: (075) 205 - 0644

Website: depedalaminocity.com

Email Address: alaminos.city@deped.gov.ph

Checklist of Technical and Financial Documents						
For Organized Community or Social Groups						
Legal Requirements:						
1	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					
2	Sworn affidavit (attached as Appendix “1”)					
	<table border="1"> <thead> <tr> <th>Technical Documents</th> <th>Mandatory Provisions</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>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. (attached as Appendix “2”)</td> <td>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</td> </tr> </tbody> </table>	Technical Documents	Mandatory Provisions	3	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. (attached as Appendix “2”)	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
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Financial Requirements:						
4	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.					
	<i>For Organized CSG that has participated in any government Community-based Project for the past two (2) years:</i>					
5	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					
6	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.					

Please indicate the details below outside the sealed envelope.

BIDDER’S COMPANY NAME:
OFFICE ADDRESS:
PUBLIC BIDDING: (PROJECT TITLE)
BIDDING FOR (No.) : (Item Description) [If Applicable]

**THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
San Jose Drive, Poblacion, Alaminos City, Pangasinan**

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 all 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]