



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY



City of Ozamiz
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REQUEST FOR QUOTATION

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	MAY25-136
Office/End-User:	SGOD-SHS	PR No.	2025-05-136
Purpose:	SBFP Milk Feeding Program Regular Feeding Program - Implementation for SY 2025-2026 - For 3,113 Beneficiaries for 15 Feeding Days	Date:	June 3, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is for 15 feeding days and delivered goods/services must be in accordance to accepted offer of the bidder. Specific delivery schedule and specific Drop-off points will be reflected in the contract.**
- Avoid quoting if stocks are not available within the period stipulated.
- Price Quotation/s shall be inclusive of all taxes, charges or fees.
- Warranty security shall be for a minimum of **three (3) months for expendable supplies and 1 year for non-expendable supplies** from date of acceptance by the end-user. **Warranty security shall be in a form of either Retention Money of Special Bank Guarantee.**
Warranty Security Amount Threshold:
 - Php 0.00 – Php 5,000.00 = 1%
 - Php 5,001.00 – Php 10,000.00 = 2%
 - Php 10,001.00 – Php 15,000.00 = 3%
 - Php 15,001.00 – Php 20,000.00 = 4%
 - Php 20,001.00 – Above = 5%
- Price validity shall be for a period of Forty Five (45) calendar days.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
- Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.
- Failure to deliver within the stipulated delivery period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.
- Quotations submitted must be **sealed**.
- Payment shall be made after the delivery/activity and upon the submission of the required document/s such as: Order slip/Billing Statement by the supplier. Our servicing bank: Development Bank of the Philippines shall credit the amount due to the bank account of the supplier/contractor. **Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.**
- Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
- The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit/email your quotation duly signed by your representative not later than June 10, 2025 at 2:00 PM.

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE

ASDS/BAC Chair

Company Name:							
Address:							
PhilGEPS Reg. Number							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
1	46695	pack	Milk Feeding Component Pasteurized Milk (frozen, unflavored fresh milk 200ml pouch)	21.00			
			***Please see attached file for the specifications and checklist	-			
			NOTE: 15 feeding days (Specific schedule will be provided by the end-user) ; Delivery shall be from 6:00 am to 10:00 am at 8 designated drop off points	-			
			*** Nothing Follows ***				
TOTAL				980,595.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note: Please see attached documents for specifications and checklist

Signature Over Printed Name / Date

Contract Number/Email Address

Pasteurized Milk Technical Specifications

Type of Food	Pasteurized Milk																	
Serving Size	200ml or 1 liter (for decision of the End-user)																	
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), Polyethylene Terephthalate (PET) bottles, or gable topShould 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 a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates "DepEd SBFP- NOT FOR SALE".																	
Expiration	The expiration date should be at least 5 days from the date of delivery.																	
Nutritional Content	<table><tr><th>Particulars</th><th>Amount Per Serving</th></tr><tr><td>Energy</td><td>Greater than or equal to 140 kcal</td></tr><tr><td>Protein</td><td>Not less than 4 g</td></tr><tr><td>Total Fat</td><td>Less than or equal to 7 g</td></tr><tr><td>Saturated Fat</td><td>Less than or equal to 4 g</td></tr><tr><td>Total Carbohydrates</td><td>Not less than 15 g and not greater than 27 g</td></tr><tr><td>Sugar</td><td>Not less than 15 g and not greater than 27 g</td></tr><tr><td>Calcium</td><td>Not less than 220 mg and not greater than 480 mg</td></tr></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 amounts as stated above.</p>		Particulars	Amount Per Serving	Energy	Greater than or equal to 140 kcal	Protein	Not less than 4 g	Total Fat	Less than or equal to 7 g	Saturated Fat	Less than or equal to 4 g	Total Carbohydrates	Not less than 15 g and not greater than 27 g	Sugar	Not less than 15 g and not greater than 27 g	Calcium	Not less than 220 mg and not greater than 480 mg
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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)																	

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- government procurement activities for the same item or product.
- ☐ (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.