

# PURCHASE ORDER DSWD REGION X

P.O. No.: 2022-02-0097  
Date: February 24, 2022  
Mode of Procurement: Emergency  
Procurement

Supplier: **COTOGRADE CORP.**  
Address: Golden Village Subdivision, Carmen, Cagayan de Oro City  
TIN NO: 008-381-509-000

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: DSWD Regional Warehouse, Cagayan de Oro City;  
DSWD RCP Hub, Dalipuga, Iligan City  
Date of Delivery: Within 10 working days upon receipt of PO  
Delivery Term: 3,000 FFPs per day upon receipt of Purchase Order  
Payment Term: 15-30 days after final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	<b>EMERGENCY PROCUREMENT OF PREPACKED FAMILY FOOD PACKS FOR AUGMENTATION TO THE FAMILIES AFFECTED BY TYPHOON ODETTE</b>	28,822	729.50	21,025,649.00
		<b>Components of Pre-Packed Family Food Pack</b> Vacuum-Packed Rice - 6 kilos or equivalent (2 packs of 3 kilos Vacuum-Packed Rice) Canned Corned Beef - 4 tins Canned Tuna - 4 tins Canned Sardines - 2 tins Instant Coffee, 3 in 1 - 5 sachets Powdered Cereal Drink - 5 sachets Regular Slotted Carton (Packaging) - 1 piece			
		<b>Components' Specifications</b> Type: Vacuum-Packed Rice Unit of Measurement: Kilo Packaging Type: Vacuum Rice Bag Materials: Nylon/ Polyethylene Size: 11 in x 14 in (+/-5% variance) Seaming: Side and Bottom Seam: 10mm (+/-2% variance) Thickness: 150microns (+/-5% variance) Shelf life: Rice must be free from infestation within three (3) months from the date of delivery *Must be white in color, medium grain, and regular to well-milled with approximately 75% whole grain and 25% broken rice *Shall be free from objectionable and foreign odors, live insects, pests and other contaminants *End-user may have the option to subject rice to cooking and taste test to verify sensory properties			
		Type: Canned Corned Beef, Plain, (Not Guisado/Not Chunky/ Not Karne Norte), Non-Easy Open Can Unit of Measurement: Tin Weight: 150 grams Label/Marking Requirements Certification: Certified Halal Product printed on the product label Nutritional Information: with Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labelling of Prepackaged Food Products Distributed in the Philippines" Expiration: Should indicate expiry of not less than two (2) years from the time of delivery Packaging: TIN CAN Can Thickness:			

**COMMISSION ON AUDIT  
RECEIVED**

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By: 88 7/7



	<p>Top End: 0.14 mm Bottom: 0.14 mm Body: 0.14 mm No. of Beads: Minimum of 10 beads Shelf life: Must have a shelf life of not less than two (2) years from the time of delivery Others: The brand must be existing in the Philippine Market for at least 5 years</p>			
	<p>Type: Canned Tuna Flakes, In Oil, Not Spicy, Non-easy Open Can (easy open if non-easy open tin can is limited or not available in the market) Unit of Measurement: Tin Weight: 155 grams Label/Marketing Requirements Certification: Certified Halal Product printed on the product label Nutritional Information: with Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labelling of Prepackaged Food Products Distributed in the Philippines" Expiration: Should indicate expiry of not less than two (2) years from the time of delivery Packaging: TIN CAN Can Thickness: Top End: 0.14 mm Bottom: 0.14 mm Body: 0.14 mm No. of Beads: Minimum of 10 beads Shelf life: Must have a shelf life of not less than two (2) years from the time of delivery Others: The brand must be existing in the Philippine Market for at least 5 years</p>			
	<p>Type: Canned Sardines, In Tomato Sauce, Not Spicy, Non-easy Open Can Unit of Measurement: Tin Weight: 155 grams • At least 3-4 pieces of sardines or equivalent • Length of each cut of sardines must be around 2 1/2 - 3 1/2 inches or equivalent Note: Aggregate length of the pieces of sardines must not be less than the minimum requirements (3 pieces x 2 1/2 inches = 7.5 inches) Label/Marketing Requirements Certification: Certified Halal Product printed on the product label Nutritional Information: with Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labelling of Prepackaged Food Products Distributed in the Philippines" Expiration: Should indicate expiry of not less than two (2) years from the time of delivery Packaging: TIN CAN Can Thickness: Top End: 0.14 mm Bottom: 0.14 mm Body: 0.14 mm No. of Beads: Minimum of 10 beads Shelf life: Must have a shelf life of not less than two (2) years from the time of delivery Others: The brand must be existing in the Philippine Market for at least 5 years</p>			
	<p>Type: Instant Coffee Mix, 3-in-1 Mix Unit of Measurement: Sachet Weight: 30 grams Label/Marketing Requirements Certification: Certified Halal Product printed on the product label</p>			



Nutritional Information: with Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labelling of Prepackaged Food Products Distributed in the Philippines"

Expiration: Should indicate expiry of not less than two (2) years from the time of delivery

Packaging: Twin pack is acceptable. One twin pack is equivalent to two sachets.

Shelf life: Must have a shelf life of not less than one (1) year from the time of delivery

Others: The brand must be existing in the Philippine Market for at least 5 years

Type: Powdered Cereal Drink, (Chocolate or Vanilla)

Unit of Measurement: Sachet

Weight: 30 grams

Certified: Halal Certified

Label/Marking Requirements Certification: Certified Halal Product printed on the product label

Nutritional Information: with Nutritional Information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labelling of Prepackaged Food Products Distributed in the Philippines"

Expiration: Should indicate expiry of not less than 9 months from the time of delivery

Shelf life: Must have a shelf life of not less than nine (9) from the time of delivery

Others: The brand must be existing in the Philippine Market for at least 3 years

Type: Regular Slotted Carton (RSC)

Unit of Measurement: Piece

Dimension: 395mm L x 295mm W x 130mm H (+/-5% variance)

Thickness: 7mm (+/-10% variance)

Flute B and C

Walling: Double

Scoring: Double

Flap: 5mm (+/-10% variance)

Wax: Waxed inside and unwaxed outside

Markings: Must include DSWD markings

\*\*\*SEE ANNEX A FOR FURTHER INFORMATION AND ILLUSTRATION

**FRONT AND SIDE VIEWS DETAILS**

**PRINT/SYMBOLS: PRINT/SYMBOLS DETAILS**

**HANDLE WITH CARE**

Size: 22cm L x 1.5cm H (+/-5% variance)

Color: Blue

**RELIEF SUPPLIES (at Flaps)**

Size: 16cm L x 1.3cm H (+/-5% variance)

Color: Red

**NOT FOR SALE (at Flaps)**

Size: 15cm L x 1.5cm H (+/-5% variance)

Color: Red

**DSWD LOGO**

Size: 20.5cm L x 5.5cm H (+/-5% variance)

Color: Red, Yellow and Blue

**RELIEF SUPPLIES (at front view)**

Size: 20.7cm L x 2.5cm H (+/-5% variance)

Color: Red

Expiration Date and Batch Control No.

Size/Print Area: 5cm L x 1cm H (+/-5% variance)

Color: Red

Warning: Repacking of goods from its original DSWD package is a criminal offense under DRRM Act of 2010, and shall be meted with appropriate charges (at the front and side views)

Size/Print Area: 14cm L x 6cm H (+/-5% variance), Single Spacing

REPORT OF ADVISE TO DEBIT ACCOUNT ISSUED  
SEPTEMBER 1-24-2020



	<p>Color: Blue</p> <p><b>RELIEF SUPPLIES</b> (at the sides)</p> <p>Size: 13cm L x 1cm H (+/-5% variance)</p> <p>Color: Blue</p> <p><b>NOT FOR SALE</b> (at the sides)</p> <p>Size: 13cm L x 1cm H (+/-5% variance)</p> <p>Color: Blue</p> <p><b>DSWD Logo, Not for Sale Symbol</b> (at the flap and sides)</p> <p>Size: 3cm x 3cm, color as shown</p> <p>(Symbols on Proper Handling of Product) located at front and sides, as shown</p> <p>See Illustration B3 for symbols (International Symbols on Proper Handling of Product) located at front and sides, as shown</p> <p><b>BACK AND SIDE VIEW DETAILS</b></p> <p><b>PRINT/SYMBOLS: PRINT/SYMBOLS DETAILS</b></p> <p><b>DSWD LOGO</b></p> <p>Size: 20.5cm L x 5.5cm H (+/-5% variance)</p> <p>Color: Red, Yellow and Blue</p> <p><b>RELIEF SUPPLIES</b></p> <p>Size: 20.7cm L x 2.5cm H (+/-5% variance)</p> <p>Color: Red</p> <p><b>Expiration Date and Batch Control No.</b></p> <p>Size/Print Area: 5cm L x 1cm H (+/-5% variance)</p> <p>Color: Red</p> <p><b>Warning: Repacking of goods from its original DSWD package is a criminal offense under DRRM Act of 2010, and shall be meted with appropriate charges</b></p> <p>Size/Print Area: 27cm L x 0.5cm H (+/-5% variance), Single Line</p> <p><b>RELIEF SUPPLIES</b> at the side 13cm L x 1cm H (+/-5% variance)</p> <p><b>NOT FOR SALE</b> 13cm L x 1cm H (+/-5% variance)</p> <p><b>DSWD Logo and Not for Sale Symbol</b> at the flap and side</p> <p>Size: 3cm x 3cm, color as shown</p> <p>(Symbols on Proper Handling of Product) located at front and sides, as shown</p> <p><b>***SEE ANNEX A FOR FURTHER INFORMATION AND ILLUSTRATION</b></p>			
	<p><b>Type: Packaging Tape</b></p> <p>Unit of Measurement: Roll</p> <p>Width: 48mm (+/-5% variance)</p> <p>Length: 100m (+/-5% variance)</p> <p>Thickness: 50 microns (+/-2% variance)</p> <p>Core Inside Diameter: 76mm (+/-2% variance)</p> <p>Color: Transparent</p> <p><b>Type: Stretch Film, Plastic wrapper for Pallet</b></p> <p>Unit of Measurement: Roll</p> <p>Weight: not less than two (2) kilos (including paper core)</p> <p>Width: 500mm (+/-2% variance)</p> <p>Thickness: 15 microns (+/-2% variance)</p> <p>Core Inside Diameter: 76mm (+/-2% variance)</p> <p><b>QUALITY STANDARDS</b></p> <p><b>RICE</b></p> <p><b>A. Physical Properties</b></p> <p>Rice shall undergo inspection/approval from the end-user to ensure that the following are met:</p> <ul style="list-style-type: none"> <li>*Must be white in color, medium grain, and regular to well-milled with approximately 75% whole grain and 25% broken rice</li> <li>*Shall be free from objectionable and foreign odors, live insects, pests and other contaminants</li> <li>*End-user may have the option to subject rice to cooking and taste test to verify sensory properties</li> </ul> <p><b>B. Vacuum Packing</b></p> <ul style="list-style-type: none"> <li>*Pre-packed rice shall undergo at least 12 hours observation by the</li> <li>*Pre-packed rice may come in 6 kilos or 3 kilos</li> <li>*Vacuum-packed rice should not loosen within 45 days from delivery.</li> </ul> <p><b>CANNED GOODS</b></p> <ol style="list-style-type: none"> <li>1. Not Dented, Not Rusty and Not Spoiled</li> <li>2. Unlabeled tin can is not acceptable</li> <li>3. Compliance with the items' specifications</li> </ol>			



4. Shall be subject to the approval of the NRLMB before production
- PACKAGING MATERIALS**
1. Not Deformed
  2. Compliance with the items' specifications should withstand a minimum of 10 layer stacking height of FFP (components)
  3. Shall be subject to the approval of the NRLMB before production

**GENERAL CONDITIONS**

1. Food Packs shall be delivered containing the components as follows:  
6 kilos of Vacuum-Pack Rice or equivalent (2 pack of 3 kilos Vacuum Pack Rice)
- 4 tins of Canned Corned Beef
- 4 tins of Canned Tuna
- 2 tins of Canned Sardines
- 5 sachets of 3 in 1 Coffee
- 5 sachets of Powdered Cereal Drink
2. Representative/s from DSWD shall be present during the repacking to conduct random inspection and ensure that the items are within the acceptable quality standards.
3. The supplier should ensure the provision of food Packs upon receipt of request from the end-user/procurement officer on the agreed schedule of delivery.
4. Delivery site shall be at the DSWD-RCP Hub, Iligan City and in the
5. Supplier shall shoulder the cost of repacking and delivery at designated area as identified by DSWD.
6. Delivery Receipt (DR) must be duly signed/received by the authorized representative of the DSWD and the original copy of the said receipt must be provided to the DSWD upon delivery.

**7. DSWD-RLMU-Quality Assurance and Control Section (QACS)**

**OTHER REQUIREMENTS**

**(FOR EVALUATION OF QUOTATION)**

The prospective supplier must submit a prototype of Prepacked Family Food Packs (with complete components) for evaluation of the Technical Working Group.

**1. Delivery Terms**

Minimum of 3,000 FFPs per day upon the receipt of the Purchase Order but subject to change when there is disaster

**2. Delivery Address**

10,000 FFPs shall be delivered to the Regional Warehouse, Cagayan de Oro City and the remaining 18,822 shall be delivered to RCP Hub, Dalipuga, Iligan City

Delivery Period: 10 Working Days upon receipt of Purchase Order

**DRMD-RLMU- EMERGENCY PROCUREMENT OF PREPACKED FAMILY FOOD PACKS FOR AUGMENTATION TO THE FAMILIES AFFECTED BY TS ODETTE**

**Twenty-One Million Twenty-Five Thousand Six Hundred Forty-Nine Pesos Only 21,025,649.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered items/s.

Conforme:

*Wlien*  
**WLIEN ANGELO C. CHUA**  
Signature over Printed Name of Supplier  
02/28/2022  
Date

Very truly yours,

*Mari-Flora A. Dollaga-Libang*  
**MARI-FLORA A. DOLLAGA-LIBANG**  
REGIONAL DIRECTOR

Fund Cluster :  
Funds Available : Php 21,025,649.00

*Hianilyn T. Cimafranca, CPA*  
**HIANILYN T. CIMAFRANCA, CPA**  
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. :  
Date of the ORS/BURS:  
Amount :

