

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

24-0748 -NP-  
COMMUNITY

**RFQ No.:** PARTICIPATION

**Date:** 30 May 2024

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**PhilGEPS Reg. No.:** \_\_\_\_\_

**Company TIN:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			SUPPLY AND DELIVERY OF:			
	204,000	180 -200 ml tetra pack	Sterilized Fresh Milk ( flavor,if any) made from cows milk using NDA standard formulation Target # of beneficiary : 1,700 Number of feeding days: 120 days <b>Safety and Quality Standards:</b> <b>Sterilized Fresh Milk</b> <b>Total Fat,(%) 1,5-6.00</b> <b>Milk Solids Not-Fat (%) ≥8.25</b> <b>Total Plate Count (cfu/ml) NA</b> <b>Total Coliform Count(cfu/ml) NA</b> <b>E. Coli Count (cfu/ml) NA</b> <b>Commercial Sterility Test - Commercially Sterile</b>  <b>Shelf life:</b> <i>sterelized milk products should have at least 8 months</i>  <b>Packaging:</b> <i>180-200ml packed in retortable pouch made of layers of plastic and aluminun pouches</i>			
			<b>Note:</b>			
			* Free Delivery to target sites/LGUs (attached areas)			
			*Service provider shall indicate/specify the brand name of the product, manufacturing/production date,			

			best before/ expiry date & nutrition information.			
			TERMS:			
			A. Price: Prices stated in this PR are inclusive of delivery cost, labor cost and packaging cost.			
			B. Delivery Sites:			
			1. Within LGU identified drop off areas.			
			2. Provide 3-5 staff including Point Person/Quality Controller to manage the delivery that includes			
			hauling and ensuring that all tetra packs delivered were in good condition			
			C. Delivery - Within the attached schedule of delivery and timeline.			
			D. Packaging: 180-200ml packed in pouches made of layers of plastic and/or bottles			
			E. Storage after delivery: Provide cleaned styroboxes with full of ice that maintains cold temperature of fresh milk			
			F. Inspection and Final Acceptance: Inspection (DSWD Inspection Committee), Final Acceptance (by the DSWD Acceptance Committee)			
			shall be done in the Pantawid Office or identified drop off areas per LGU and shall be presented in every delivery to C/MAT Inspector and Acceptor.			
			G. Proof of Deliveries: (Delivery Receipts/Acknowledgement Receipts/Tally Sheets) must be signed by authorized person to support claims for payment.			
			H. Payment Terms: Payment will be made within 60 working days upon submission of complete and correct SFP Milk Feeding Program documents for payment and liquidation process.			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 4,284,000.00			

**PURPOSE:** PSD-SFP-Milk Feeding Program For Indigenous People In CDC's/SNP's Of Bukidnon along with Supplementary Feeding - KITAOTAO, BUKIDNON

**PR No.** 2024-05-0748

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
Supplier  
Signature over Printed Name

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No. :** \_\_\_\_\_  
**Philgeps Reg. No. :** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**RFQ No. -COMMUNITY PART**

**Date:** 30-May-24

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**As a condition for award, you will be required to submit the following eligibility requirements:**

**\* ACCOMPLISHED QUOTATION, and**

**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 NGAs446 or LGUs,447 and

b. A sworn affidavit (Appendix "1") 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, or implement the Simple Infrastructure Projects, at an 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.

**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.

**Note:**Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than **5:00 PM on June 3, 2024**. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

**ARNEL V. RADAZA**  
DSWD 10 Procurement Officer

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be: **6 Months**
3. Goods/Services shall be delivered/conducted within **15-30 working days upon receipt of PO**
4. Place of Delivery **DSWD Field Office 10**
5. Terms of Payment: **15-30 days after the inspections**

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**

6. Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.*

7. For goods, please indicate brand, model and country of origin.

8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

9. Please indicate Warranty \_\_\_\_\_

10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.

11. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

**ARNEL V. RADAZA**

Procurement Officer

\_\_\_\_\_  
**Supplier**

Signature over Printed Name

Republic of the Philippines  
**Department of Social Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

**Quotation No:** 24-0748 -NP-COMMUNITY PARTICIPATION

**Items:** Sterilized Fresh Milk ( flavor,if any) made from cows milk using NDA standard formulation

**Purpose:** PSD-SFP-Milk Feeding Program For Indigenous People In CDC's/SNP's Of Bukidnon along with Supplementary Feeding - KITAOTAO, BUKIDNON

<b>Company Name</b>	<b>Representative</b>	<b>Position / Designation</b>	<b>Date</b>	<b>Signature</b>

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**Canvasser**