



Republic of the Philippines  
Department of Education  
CARAGA REGION

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Office of the Bids and Awards Committee

**REQUEST FOR QUOTATION**

**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION**

SUPPLY AND DELIVERY OF STERILIZED MILK FOR SCHOOL-BASED FEEDING PROGRAM FY 2023-2024 FOR 43 FEEDING DAYS OF DEPED SURIGAO CITY DIVISION

The SCHOOLS DIVISION OFFICE OF SURIGAO CITY through its Bids and Awards Committee intends to procure STERILIZED MILK through Negotiated Procurement - Community Participation (Section 53.12) of the 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on or before April 15, 2024, 5:00 PM addressed to:

**GILBERT L. GAYRAMA, PhD, CESO VI**  
Chairperson, Bids and Awards Committee  
M. Ortiz St., Brgy. Washington, Surigao City  
Email: surigaocity.procurement@deped.gov.ph

Pursuant to Appendix 35 “Guidelines for the Conduct of Community Participation” of the 2016 revised IRR of RA 9184, the prospective bidders shall submit the following eligibility requirements.

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 NGAs434 or LGUs,435 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



Address: M. Ortiz St., Surigao City  
Telephone: (086) 310-8325  
Email: surigao.city@deped.gov.ph  
Website: www.depedsc.com



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- 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 bid submission date. The AFS shall be stamped and 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.

Participating CSGs shall submit their sealed quotation if submitted manually, or password-protected quotation if submitted electronically, on the date and time prescribed in the terms and conditions of the RFQ, under Section 25.9 of the 2016 revised IRR of RA No. 9184.

For any clarification, you may contact us at mobile no. 09466410658 or email address at [surigaocity.procurement@deped.gov.ph](mailto:surigaocity.procurement@deped.gov.ph).

  
**GILBERT L. GAYRAMA, PhD, CESO VI**  
 Chairperson, Bids and Awards Committee

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
 In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. **All mandatory technical specifications (with an asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at [surigaocity.procurement@deped.gov.ph](mailto:surigaocity.procurement@deped.gov.ph).
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.



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**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the agency shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider following GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation that complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the agency. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The agency may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time per the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY	UNIT	AGENCY SPECIFICATIONS	OFFERED TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")
106,468	pouch	<p><b>STERILIZED MILK, 180ml</b> Serving Size: 180ml</p> <p><u>Technical Specification</u></p> <p>Flavor: Flavored (Chocolate) or non-flavored</p> <p>Nutritional Content:            Energy - 130-180 kcal            Protein - 6-10g            Total Fat - 3-7g            Carbohydrates - 22-30g            Saturated Fat - 2-4g            Calcium - 220-680mg            Dietary Fiber - 0-3g            Sugar - 15-24g</p> <p>Packaging: Individually packed in using retortable can or Doy packaging pouches. Should indicate the Batch and Lot Number. The packaging must clearly and readably indicate the managing date and the expiration date. Packed according to the distribution list that will be provided.</p> <p>Expiration: Should be at least 5 months from the date of delivery</p> <p>Number of beneficiaries: 2,476</p> <p>Number of feeding days: 43 days</p> <p>Drop-Off Point: 10 Drop-off points within Surigao City</p> <p>Delivery Schedule: Twice in 2 months</p> <ul style="list-style-type: none"> <li>• 1st Delivery - 56,948 pouches</li> <li>• 2nd Delivery - 49,520 pouches</li> </ul> <p>Has NDA Accreditation*</p>		

Note: Non-compliance with the minimum required specifications shall be rejected.



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FINANCIAL OFFER:

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.

Approved Budget for the Contract	Total Offered Quotation (Inclusive of applicable VAT)
<p>TWO MILLION TWENTY TWO THOUSAND            EIGHT HUNDRED NINETY TWO PESOS (PHP            2,022,892.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p>

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

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Office Telephone/Mobile Nos.

\_\_\_\_\_  
 Email Address



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**Appendix "1"**

REPUBLIC OF THE PHILIPPINES)  
 CITY/MUNICIPALITY OF SURIGAO) 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 the 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 Schools Division Office of Surigao City 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



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5. procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.
6. 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 [Insert Day], 2024 at [Insert Location], Philippines.

**[Jurat]**

[Format shall be based on the latest Rules on Notarial Practice]



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APPENDIX “2”

**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**

<b>Name of the Completed Contract</b>	<b>Contract Date</b>	<b>Period/ Duration/ Delivery Date</b>	<b>Amount Involved</b>	<b>Definition or description of the project or major categories of work</b>	<b>Supporting Documentary Proofs (e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex “ ”</b>

[Insert NAME OF COMMUNITY OR SOCIAL GROUP REPRESENTATIVE]  
 Insert signatory’s legal capacity



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