



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation

**PROCUREMENT FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)  
MILK FEEDING (MF) 2025-2026 FOR 9,207 BENEFICIARIES**

Date: **July 18, 2025**

Purchase Request No. : **2025-087**

**To: All Eligible Suppliers**

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

  
**DELFIN A. BONDAD**  
BAC Chairman

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

.....  
**TERMS & CONDITIONS**

**A. Submission of Requirements**

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
  - a. Philgeps Registration
  - b. DTI/SEC Registration
  - c. Mayor's Permit/Business Permit
  - d. Tax Clearance Certificate
  - e. PCAB License *(for Infrastructure Projects)*

**B. Evaluation of Quotations**

1. Quotation shall be compared and evaluated based on the following criteria:
  - a. Completeness of Submission
  - b. Compliance with Technical Specifications
  - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

**C. Award**

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

**D. Delivery**

1. Delivery is for three (3) consecutive Mondays (July 14, 21, and 28, 2025) to identified drop-off points.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
  - a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
  - b. Original and 4 copies of Delivery receipts
  - c. Original Statement of Accounts
  - d. Approved Purchase Order
  - e. Warranty Certificate



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#### E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and its IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

#### F. Inspection

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

#### G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

#### H. Warranty

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

#### I. Payment

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter D Delivery.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project:

In Figures: **PhP 3,038,310.00**  
In Words: **Three Million Thirty-Eight Thousand Three Hundred Ten pesos**  
Mode of Procurement: **Negotiated Procurement – Community Participation (NP-CP)**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATE D UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	PROCUREMENT FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) MILK FEEDING (MF) 2025-2026 FOR 9,207 BENEFICIARIES						
1	Sterilized Cow's Milk (180-200 ml per pouch)	138,105	pc	22.00			
	X-X-X-X-X-X-X-X						
	See Attached Specifications						
						<b>TOTAL</b>	

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

Supplier's Company Name: \_\_\_\_\_

Philgeps Registration Number: \_\_\_\_\_ TIN \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Cellphone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Supplier or Authorized Representative: \_\_\_\_\_

Signature over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A Special Power of Attorney is required for the Authorized Representative

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## STERILIZED COW'S MILK SPECIFICATIONS

As specified in Technical Specifications of Milk FY 2025 under Memorandum OM-OUOPS-2024  
entitled 1st Advisory of the Implementation of the School Based Feeding Program (SBFP) FY 2025 issued on December 5, 2024

<b>Serving Size</b>	Locally sourced/produced Sterilized non-flavored Cow's Milk 180-200ml/pouch following the DepEd Standard Nutritional Requirement																
<b>Packaging</b>	<p>180-200 ml Sterilized Cow's Milk individually packed using reportable packaging materials. Both the product and the outer box should be properly labeled and/or coded with the batch number and dates of manufacturing and expiration. If possible, there must be a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates <b>"DepEd SBFP-NOT FOR SALE"</b></p> <p>Defective milk products must be replaced immediately in the next delivery schedule and must agree to packaging and expiration specifications.</p>																
<b>Expiration</b>	Expiration date should be at least 3-5 months from the date of delivery																
<b>Nutritional Content</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Particulars</th><th style="text-align: center;">Amount Per Serving</th></tr> </thead> <tbody> <tr> <td>Energy</td><td>Amount Per Serving Greater than or equal to 130 kcal</td></tr> <tr> <td>Protein</td><td>Not less than 4g</td></tr> <tr> <td>Total Fat Saturated Fat</td><td>Less than or equal to 7g</td></tr> <tr> <td>Particulars</td><td>Less than equal to 4g</td></tr> <tr> <td>Total Carbohydrates</td><td>Not less than 15 g and not greater than 24g</td></tr> <tr> <td>Sugar</td><td>Not less the 15g and not greater the 24g</td></tr> <tr> <td>Calcium</td><td>Not less than 220 and not greater than 680mg</td></tr> </tbody> </table> <p><i>Energy, protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.</i></p>	Particulars	Amount Per Serving	Energy	Amount Per Serving Greater than or equal to 130 kcal	Protein	Not less than 4g	Total Fat Saturated Fat	Less than or equal to 7g	Particulars	Less than equal to 4g	Total Carbohydrates	Not less than 15 g and not greater than 24g	Sugar	Not less the 15g and not greater the 24g	Calcium	Not less than 220 and not greater than 680mg
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<b>Delivery Schedule</b>	<ul style="list-style-type: none"> <li>Should supply 180ml Sterilized Cow's Milk to 9,207 beneficiaries for 15 feeding days or a total of 138,105 pouches. <b>One-time delivery within the schedule August 4-8, 2025.</b></li> <li>Milk should be delivered to identified drop-off points. Refer to attached number of beneficiaries per drop-off points per district.</li> </ul>																
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>Supplier must be duly certified by the <b>National Dairy Authority</b> as eligible Community Social Group supplier in the locality</li> <li>The supplier must provide sample Cow's sterilized milk to SDO BAC Members and TWG during a joint meeting with the suppliers and NDA. Sample of milk must be provided to SBFP District Focal and Inspectorate team at the drop off points.</li> <li>Supplier should submit monthly Certificate of Quality compliance issued by the National Dairy Authority to SBFB-Milk Feeding Focal</li> </ul>																

### 33 Drop Off Points and Number of Beneficiaries

District	33 Drop Off Points		School		Beneficiaries
Bagamanoc North	1	Bugao Central ES	1	Bugao Central ES	38
			2	Cahan ES	8
			3	Hinipaan ES	26
			4	Mavil ES	33
			5	Sagrada ES	38
			6	San Vicente ES	36
Bagamanoc South	2	Bagamanoc Central ES	1	Bacak ES	11
			2	Bagamanoc Central ES	66
			3	Pangcayanan ES	22
			4	Quigaray ES	13
			5	Salvacion ES	26
			6	San Rafael ES	41
			7	Suchan ES	32



District	33 Drop Off Points		School		Beneficiaries
Baras North	3	Agban Central ES	1	Agban Central ES	75
			2	Benticayan ES	25
			3	Genitigan ES	46
			4	Guinsaan ES	8
			5	Puraran ES	25
			6	San Miguel ES	37
Baras South	4	Baras Central ES	1	Baras Central ES	53
			2	Salvacion ES	9
			3	Tilod ES	31
			4	Sta. Maria ES	18
			5	Moning ES	25
			6	Macutal ES	39
Baras South	5	Paniquihan ES	1	Paniquihan ES	20
			2	Abihao ES	11
			3	Caragumihan ES	12
			4	Putsan-Danao ES	76
Bato East	6	Bato Central ES	1	Bato Central ES	119
			2	Batalay ES	37
			3	Mintay ES	21
			4	Bote Integrated School	59
			5	Carorlan ES	42
			6	Pananaogan ES	31
Bato East	7	Libjo ES	1	Libjo ES	23
			2	Bagumbayan ES	21
			3	Buenavista ES	17
			4	Cagraray ES	28
			5	San Pedro ES	25
			6	San Roque ES	30
Bato West	8	Cabugao Integrated School	1	Cabugao Integrated School	136
			2	Guinobatan ES	46
			3	Marinawa ES	47
			4	Oguis ES	18
			5	Sibacungan ES	15
			6	Sipi ES	52
Caramoran North	9	Caramoran Central ES	1	Caramoran Central ES	125
			2	Palumbanes ES	60
			3	Camburo ES	24
			4	Buenavista ES	31
			5	Tucao-Maysuram ES	54
			6	Dariao ES	68



District	33 Drop Off Points		School		Beneficiaries
Caramoran North	10	Tubli ES	1	Tubli ES	179
			2	San Jose ES	17
			3	Mabini ES	59
			4	Panique ES	56
Caramoran South	11	Datag Central ES	1	Datag Central ES	96
			2	Bocon ES	17
			3	Sabloyon ES	45
			4	Milaviga Integrated School	83
			5	Supang ES	25
			6	Maui ES	25
Caramoran South	12	Hitoma -Bulalacao ES	1	Hitoma-Bulalacao ES	41
			2	Obi ES	46
			3	Iyao ES	24
			4	Inalmasinan ES	38
			5	Guiamlong ES	27
			6	Salvacion ES	28
Gigmoto	13	Gigmoto Central ES	1	Gigmoto Central ES	152
			2	Biong ES	36
			3	Dominador C. Guerrero ES	22
			4	Dororian ES	61
			5	San Pedro ES	25
			6	Sicmil Integrated School	15
			7	Sioron ES	28
Pandan East	14	Tabugoc Central ES	1	Tabugoc Central ES	52
			2	Baldoc ES	21
			3	Canlubi ES	19
			4	Hiyop ES	29
			5	Jose O. Vera ES	27
			6	Lourdes ES	97
			7	Marambong ES	30
			8	Porot ES	45
			9	San Isidro ES	25
Pandan West	15	Cobo Integrated School	1	Cobo Integrated School	20
			2	San Andres Barangay School	9
Pandan West	16	Pandan Central ES	1	Pandan Central ES	162
			2	Tariwara ES	58
			3	Bagawang ES	38
			4	Baloghonan ES	34
			5	Caruyo Primary S	7
			6	Catamban ES	24



District	33 Drop Off Points		School		Beneficiaries
			7	Lumabao ES	25
			8	Oga ES	47
			9	Panulo ES	27
			10	Sta. Cruz ES	14
			11	San Rafael Primary School	21
Panganiban	17	Panganiban Central ES	1	Panganiban Central ES	74
			2	Alinawan ES	23
			3	Babaguan ES	8
			4	Bayhan Community School	10
			5	Burabod Community School	15
			6	Cabuyoan ES	32
			7	Cagdarao ES	39
			8	Mabini ES	27
			9	Maculw ES	5
			10	Panay Community School	17
			11	San Miguel ES	45
			12	Tibo ES	24
San Andres East	18	San Andres Central ES	1	San Andres Central ES	129
			2	Alibuag ES	28
			3	Batong Paloway ES	59
			4	Caragñag ES	39
			5	Comagaycay ES	42
San Andres East	19	Lictin Integrated School	1	Lictin Integrated School	64
			2	Bon-ot ES	22
			3	Jose Rizal ES	46
			4	Palawig ES	35
			5	San Jose ES	29
			6	Timbaan ES	46
			7	Yocti ES	41
San Andres West	20	Cabcab Central ES	1	Cabcab Central ES	86
			2	Agojo ES	37
			3	Bagong Sirang ES	21
			4	Bislig ES	54
			5	Catagbacan ES	35
			6	Codon ES	46
			7	Datag ES	23
			8	JMA (Asgad) ES	30
			9	San Vicente ES	26
			10	Tominawog ES	26
San Andres West	21	Mayngaway ES	1	Mayngaway ES	71
			2	Barihay ES	6
			3	Cabungahan ES	30



District	33 Drop Off Points		School		Beneficiaries
			4	Hilawan ES	35
			5	Puting Baybay ES	17
			6	Manambrag ES	101
			7	San Isidro ES	31
			8	Tibang ES	62
San Miguel North	22	Mabato Central ES	1	Mabato Central ES	44
			2	Kilikilihan ES	62
			3	Balatoan ES	17
			4	Slay ES	18
			5	Pacogon ES	13
San Miguel North	23	Pagsanghan IS	1	Pagsanghan IS	30
			2	Alma ES	47
			3	Caglatawan ES	14
			4	Paraiso A ES	33
			5	Paraiso B ES	18
			6	San Marcos ES	28
			7	Tobrehon ES	48
			8	JMA-Tucan Primary School	35
San Miguel South	24	San Miguel Central ES	1	San Miguel Central ES	54
			2	Solong PS	23
			3	Boton ES	23
			4	San Juan ES	33
			5	Katipunan ES	20
			6	Pangilao ES	32
San Miguel South	25	Buhi ES	1	Buhi ES	20
			2	Patagan ES	21
			3	Obo ES	22
			4	Dayawa ES	28
Viga East	26	Tambongon CES	1	Tambongon CES	37
			2	Batohonan ES	13
			3	Buenavista ES	25
			4	Magsaysay ES	8
			5	Quirino ES	5
			6	Begonia ES	28
Viga East	27	Tinago ES	1	Tinago ES	43
			2	Villa Aurora ES	27
			3	Botinagan ES	9
			4	Soboc ES	31
Viga West	28	San Jose (Oco) ES	1	San Jose (Oco) ES	53
			2	Summit ES	46



District	33 Drop Off Points		School		Beneficiaries
			3	P. Vera ES	15
			4	Sagrada ES	25
			5	Roxas ES	18
			6	Del Pilar ES	24
			7	Rizal ES	47
			8	Burgos ES	34
			9	Osmeña ES	15
Viga West	29	Viga CES	1	Viga CES	59
			2	Almojuela ES	26
			3	Ananong ES	16
			4	Mabini ES	26
			5	Ogbong ES	37
			6	Sta. Rosa ES	14
			7	San Roque ES	47
			8	San Vicente PS	16
			9	Quezon ES	58
Virac North	30	Virac Pilot ES	1	Virac Pilot ES	94
			2	Bigaa ES	58
			3	Calabnigan ES	47
			4	Calatagan ES	204
			5	Capilihan ES	39
			6	Danicop ES	63
			7	Gogon ES	50
			8	JMAMES	197
			9	San Vicente ES	85
			10	Sto. Domingo ES	41
			11	Sto. Niño ES	73
			12	Taytay ES	59
Virac North	31	Buyo IS	1	Buyo IS	104
			2	Dugui San Isidro ES	18
			3	Dugui Too ES	61
			4	Dugui Wala ES	30
			5	Hicming ES	46
			6	JMA Poniton ES	25
			7	Simamla ES	32
			8	Sogod Simamla ES	12
Virac South	32	Virac Central ES	1	Virac Central ES	78
			2	Cavinitan ES	74
			3	Pajo Baguio ES	21
			4	Pajo San Isidro ES	33
			5	Palnab ES	51
			6	Palta ES	45
			7	Palta Saday ES	19



District	33 Drop Off Points		School		Beneficiaries
Virac South	33	Magnesia ES	8	San Isidro Village ES	42
			9	Sto Cristo ES	44
			10	Valencia ES	38
			1	Magnesia ES	37
			2	Antipolo ES	37
			3	Ballita ES	35
			4	Betag ES	20
			5	Buenavista ES	12
			6	Calampong ES	13
			7	Casococan ES	21
			8	F. Tacorda Village ES	12
			9	Hawan Ilaya ES	20
			10	Hawan Es	26
			11	Igang ES	24
			12	Marillima ES	29
			13	Talisoy ES	12
				<b>GRAND TOTAL</b>	<b>9,207</b>