



TERMS OF REFERENCE AND CONDITIONS

ANNEX A

Project/Title	SUPPLY AND DELIVERY OF PASTEURIZED CARABAO'S MILK (PACKED IN 200ML SACHET) FOR SDO SORSOGON PROVINCE (1 lot)
Approved Budget for the Contract	Four Million Four Hundred Thirty Four Thousand Seven Hundred Fifty Two Pesos (Php 4,434,752.00)
Fund Source	DepEd
Delivery Period	Within one hundred fifty (150) calendar days upon issuance of Notice to Proceed
Payment	Upon completion of 10 days delivery

Item No.	Unit		Quantity	ABC (per unit)	Total Approved Budget for the Contract
1	Packs	<p><b>PASTEURIZED TONED CARABAO'S MILK</b></p> <p><b>MILK SPECIFICATIONS</b> Pasteurized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers</p> <p><b>SHELF LIFE</b> Pasteurized Milk product should have at least 5-7 days shelf life from the date of manufacturing</p> <p><b>PACKAGING</b> 200 ml Pasteurized Milk packed in Low Density Polyethylene plastic sachets/1L HDPE bottle; Should be properly labeled and/or coded with the batch number and dates of production and expiration.</p> <p><b>FOOD INGREDIENTS</b> Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (Ingredients and water)</p> <p><b>GUARANTEED ANALYSIS</b> Certificate of Compliance (Ingredients and water) based on Guaranteed Certificate of Analysis of milk ingredients provided by the supplier; to be submitted 2 weeks to 1 month prior the 1st delivery of milk. Water analysis should be submitted every month.</p> <p><b>RELEVANT CHARACTERISTICS</b> Must pass the Sensory Evaluation, Physico-Chemical Analysis and Microbial Analysis following FDA standards.</p> <p><b>PAYMENT TERMS:</b> For billing of payment after every 10 day delivery of milk and until the remaining supplies are delivered</p> <p><b>PRESENCE IN THE MARKET:</b> with at least 6-12 months of experience in implementing milk feeding program utilizing locally produced carabao's milk</p> <p><b>FACILITIES:</b> with owned dairy processing facility, and necessary equipment or approved toll processing agreement</p> <p>Cooperatives under toll agreements must submit a notarized supply agreement with a carabao-based organization or individual dairy farmers that produces sufficient volume of milk for the contract.</p> <p><b>SUPPLIER</b> If Coop/CSO, supplier of milk must be an organization that collects milk from small hold dairy farmers with CSO Accreditation If Coop, must be Cooperative Development Authority registered with updated Certificate of Compliance; If private enterprise, must have up an updated Certificate of Registration, Annual Income Tax Return, and Tax Clearance. Must have valid FDA-I/T0 as food manufacturer and/or trader or Sanitary Permit from LGU where the processing plant is located</p> <p><b>DELIVERY OF MILK</b> Milk shall be delivered to designated drop off points as agreed upon between DepEd School Division Office (SDO) and supplier of milk Schedule of delivery shall be based on the schedule given and most preferred or as agreed upon by the supplier and receiving entities (changes may occur based on the capacity of supplier and length of procurement process) Pasteurized milk shall be delivered chilled/ frozen and packed in styro boxes/ ice cooler (with enough salt and ice mixture to keep the milk cold during transport)</p>	P 19.00	4,434,752.00	

	<p>In case of Sterilized Milk Product (SMP), milk shall be delivered once to drop off points and stored by the receiver in ambient or room temperature following the proper stocking/ handling of the product</p> <p><i>In the event that upon random milk sampling/testing of the milk produced and being supplied does not comply with the given quality standard, the policy for quality assurance guidelines for pasteurized (Annex A )and/or sterilized milk should be applied (Annex B).</i></p> <p>Milk suppliers must provide an accountability receipt signed by DepEd authorized representatives.</p> <p>Milk must be inspected and verified as to quantity and specifications, accepted and received by authorized DepEd representatives.</p> <p>In case of leakage or spillage, the supplier must replace the milk on the next day of delivery or as agreed upon between DepEd Focal and Supplier. The supplier must also bring replacement/buffer stocks of milk in case of rejects upon inspection.</p> <p>Reported spoiled milk or with physical contaminants upon delivery should be properly documented and replaced immediately according to PCC guidelines.</p> <p>Tampering of production and expiration date is prohibited and subject for punishment; policy guidelines will apply.</p> <p>Payment of milk to supplier shall be progressive. For billing of payment after every 10 day delivery of milk and until the remaining supplies are delivered.</p> <p>Supplier shall be paid based on the number of milk packs delivered in compliance to the Terms of Reference and Conditions</p> <p>Suppliers must provide the following documentary requirements <b>(properly filled up and signed over printed name )</b></p> <ol style="list-style-type: none"> <li>1. Delivery receipt (DR) duly received by DepEd authorized representative</li> <li>2. Inspection and acceptance report (IAR) duly signed/ accepted by DepEd authorized representative</li> <li>3. Statement of account or Billing statement issued by the supplier</li> <li>4. Copy of monthly certificate of analysis compliant to the milk quality standard.</li> </ol>	
<p><b>INSPECTION AND ACCEPTANCE OF MILK</b></p>	<p><b>PAYMENT OF MILK</b></p>	

**DROP-OFF POINT:**

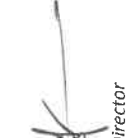
SCHOOL	ADDRESS	BATCH	No of Feeding Days	No of packs per day
CASIGURAN CENTRAL SCHOOL	G. Hate, Tulay, Casiguran, Sorsogon	2	16	637
BOTON ELEMENTARY SCHOOL	Boton, Casiguran, Sorsogon	2	16	592
IROSIN CENTRAL SCHOOL	San Julian, Irosin, Sorsogon	2	16	1,406
MONBON ELEM.SCHOOL	Monbon, Irosin, Sorsogon	2	16	1,134
MATNOG I Central School	Caloocan, Matnog, Sorsogon	1	16	609
Sisigon Integrated School	Bgy.Sisigon , Matnog, Sorsogon	1	16	683
JOSE G. ALINDOGAN ES	Tughan, Juban, Sorsogon	2	16	458
STA MAGDALENA CENTRAL SCHOOL	Frivaldo St. Bgy.Pob.3, Sta. Magdalena, Sorsogon	1	16	659
CASTILLA EAST CENTRAL SCHOOL	Poblacion, Castilla, Sorsogon	2	16	425
CUMADCAD CENTRAL SCHOOL	Barangay Cumadcad, Castilla, Sorsogon	2	16	617
DINAPA ELEM. SCHOOL	Barangay Dinapa, Castilla, Sorsogon	2	16	391
DONSOL EAST CENTRAL SCHOOL	Poso, Donsol, Sorsogon	2	16	241
RAWIS ELEM. SCHOOL	Rawis, Donsol, Sorsogon	2	16	315
DONSOL WEST CENTRAL SCHOOL	Tupas, Donsol, Sorsogon	2	16	833
VINISITAHAN ELEM. SCHOOL	Vinisitahan, Donsol, Sorsogon	2	16	586
PILAR II CENTRAL SCHOOL	Putiao, Pilar, Sorsogon	2	16	372
SALVACION ELEM. SCHOOL	Salvacion, Pilar, Sorsogon	2	16	326
BULUSAN CENTRAL SCHOOL	Poctol, Bulusan, Sorsogon	1	16	890
BARCELONA CENTRAL SCHOOL	Barcelona, Sorsogon	1	16	491
GUBAT NORTH CENTRAL SCHOOL	Pimontingan, Gubat, Sorsogon	1	16	939
GUBAT SOUTH SCHOOL	Panganiban, Gubat, Sorsogon	1	16	690
BULACAO ELEMINTARY SCHOOL	Bulacao, Gubat, Sorsogon	1	16	420
PRIETO DIAZ CENTRAL SCHOOL	Perlas, Prieto Diaz, Sorsogon	1	16	432
CALAO ELEM.SCHOOL	Bgy. Calao, Prieto Diaz, Sorsogon	1	16	442

Prepared by:

  
**ANNA REYLENE J. MONTES**  
Regional Milk Feeding Coordinator, PCC AT UPLB

14,588

Approved by:

  
**CARO B. SALCES**  
OIC-Executive Director

# POLICY FOR THE MILK QUALITY ASSURANCE GUIDELINES

Supplemental Policies for  
RA 11037 (FCA Regulation)

Page 1 of 5

<b>Subject:</b> MILK FEEDING QA POLICY	<b>Effective Date:</b> January 1, 2023
<b>Issued by:</b> National Milk Feeding Program Coordinating Team	<b>Revised Date:</b> January 16, 2023
<b>Approved By:</b> OIC Executive Director	<b>Last Board Review Date:</b> December 15, 2022

## QUALITY ASSURANCE GUIDELINES FOR THE IMPLEMENTATION OF MILK FEEDING PROGRAM

### RATIONALE

Republic Act No. 11037 otherwise known as the “*Masustansyang Pagkain Para sa Batang Pilipino Act*” mandates the Department of Education (DepEd) and the Department of Social and Welfare Development (DSWD) to implement the School Based Feeding Program (SBFP) and Supplementary Feeding Program (SFP) respectively to address undernutrition among Filipino Children.

Milk Feeding as one of the components of the National Feeding Program, is being implemented in coordination with the Philippine Carabao Center (PCC) and the National Dairy Authority (NDA). Under the said law, the milk to be utilized and procured for the Milk Feeding Program must be locally produced to help boost the livelihood opportunities of the local dairy farmers and the local dairy industry.

As per Memorandum of Agreement (MOA) entered into and between PCC and DepEd, funds for the Milk Feeding Program were transferred to PCC to facilitate the procurement of milk from PCC-assisted dairy cooperatives and farmers. Hence, the milk requirements of the undernourished children enrolled in DepEd were supplied by the local dairy farmers and cooperatives.

### Importance of Milk Quality and Safety

The importance of quality and food safety of pasteurized toned carabao’s milk is very crucial to ensure that the milk consumed by children is safely supplied with the necessary nutrients that comply with the standard specifications of DepEd and DSWD. Also, it must be of good quality to benefit the undernourished children. As an agency with three (3) ISO certifications namely ISO 19001-2015, 14001-2015, 45001-2018; quality is the top priority in the implementation of the Milk Feeding Program.

### Procedure on Milk Quality and Safety

This is for the PCC assisted dairy cooperatives engaged in Milk Feeding Program which is required to deliver standard (DepED Order No. 031,2021), safe and good quality pasteurized toned

# POLICY FOR THE MILK QUALITY ASSURANCE GUIDELINES

carabao's milk. The recommendations, implementations or decisions will be based on numerous feedbacks and complaints from focal persons regarding the quality of milk delivered in a certain area.

## SCOPE

All National Milk Feeding suppliers involved in the processing and delivery of pasteurized toned carabao's milk purposely to supply for the SBFP and DSWD under the Milk Feeding Program Component.

## Methodology: Sampling Procedure

1. The Quality Assurance Officer for milk feeding program will gather samples unannounced provided with the consent and approval of chairman or manager of the dairy cooperative. He/she will gather three (3) random samples per batch from three (3) different batches (with different production dates) per month. A systematic process of sampling to determine the Physico-chemical analysis (Total Soluble Solids, Acidity Test and pH), Milk composition analysis (Fat, Solids Non-Fat and Total Solids)), and microbial quality (Aerobic Plate count, E-coli/ Coliform count) of each sample.

- (i) The Standard volume of Pasteurized Toned Carabao's milk (200mL per sachet or 1L bottle) should be collected and tested during Quality Assurance (Q.A) officer visit/gather sample.

Failure to comply with the standard volume per sachet will result in:

Table 1. Standard volume of Pasteurized Toned Carabao's Milk

Standard volume	Frequency of Misconduct	Consequences
200mL per sachet/ 1L bottle	1 <sup>st</sup> offense	re- sampling of Pasteurized Toned Carabao's milk for quantity/volume (re-packing of sub-standard finished products quantity/volume)
200mL per sachet/ 1L bottle	2 <sup>nd</sup> offense	Written Apprehension (re-packing of sub-standard finished products quantity/volume)
200mL per sachet/ 1L bottle	3 <sup>rd</sup> offense	Temporary suspension of delivery (7 days) upon validation of quantity/volume
200mL per sachet/ 1L bottle	4 <sup>th</sup> offense	Disallowance to commit for the next cycle of the Milk Feeding Program

# POLICY FOR THE MILK QUALITY ASSURANCE GUIDELINES

Supplemental Policies for  
RA 11037 (FCA Regulation)

Page 3 of 5

- (ii) Microbial Quality of Pasteurized Toned Carabao's milk must be tested and samples beyond FDA Standards will be outright rejected as it can greatly affect the health of the consumer (FDA Circular No. 2022-012).

Table 2. Standard Microbial Quality of Pasteurized Toned Carabao's Milk

Standard Microbial Count	Frequency of Misconduct	Interpretation
APC (<50,000 cfu/mL)	1 <sup>st</sup> offense	re- sampling of Pasteurized Toned Carabao's milk for product quality validation (products must not be delivered during the period of validation)
COLIFORM COUNT( <100 cfu/mL)		
E-COLI (Negative)		
APC (<50,000 cfu/mL)	2 <sup>nd</sup> offense	Temporary suspension of delivery (7 days) upon validation of the finished product
COLIFORM COUNT( <100 cfu/mL)		
E-COLI (Negative)		
APC (<50,000 cfu/mL)	3 <sup>rd</sup> offense	Black listed as cooperative supplier for the Milk Feeding Program
COLIFORM COUNT( <100 cfu/mL)		
E-COLI (Negative)		

- (iii) Physico-chemical analysis (Total Soluble Solids and pH) and Milk composition analysis (Fat, Solids Non-Fat and Total Solids) of Pasteurized Toned Carabao's milk must also be determined. Samples beyond or lower the minimum standard will be subjected to re-process of Pasteurized Toned Carabao's milk in order to obtain the required standard formulation.

## POLICY FOR THE MILK QUALITY ASSURANCE GUIDELINES

Supplemental Policies for  
RA 11037 (FCA Regulation)

Page 4 of 5

Table 3. Standard Physico-chem Analysis and Milk Composition Analysis of  
Pasteurized Toned Carabao's Milk

Standard Physico-chemical analysis	Frequency of Misconduct	Interpretation					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Fat (2% minimum)</td></tr> <tr><td style="padding: 2px;">Solids-non-Fat (9.5% minimum)</td></tr> <tr><td style="padding: 2px;">Total Solids (11.5% minimum)</td></tr> <tr><td style="padding: 2px;">pH (6.60 – 6.80)</td></tr> <tr><td style="padding: 2px;">TSS (13 – 15°Bx)</td></tr> </table>	Fat (2% minimum)	Solids-non-Fat (9.5% minimum)	Total Solids (11.5% minimum)	pH (6.60 – 6.80)	TSS (13 – 15°Bx)	1 <sup>st</sup> offense	re- sampling of Pasteurized Toned Carabao's milk for product quality validation (products must not be delivered during the period of validation)
Fat (2% minimum)							
Solids-non-Fat (9.5% minimum)							
Total Solids (11.5% minimum)							
pH (6.60 – 6.80)							
TSS (13 – 15°Bx)							
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Fat (2% minimum)							
Solids-non-Fat (9.5% minimum)							
Total Solids (11.5% minimum)							
pH (6.60 – 6.80)							
TSS (13 – 15°Bx)							
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Fat (2% minimum)							
Solids-non-Fat (9.5% minimum)							
Total Solids (11.5% minimum)							
pH (6.60 – 6.80)							
TSS (13 – 15°Bx)							

(iv) As part of quality checking and milk sampling, the PCC Dairy Assisted Cooperatives must comply with the standard volume per sachet and bottle, pass with the standard Microbial testing, milk composition, and Physico-chemical testing in order to comply with the nutritional specification mandated by Department of Education (DepEd) and Department of Social Welfare and Development (DSWD) as stated in R.A. 11037.

(v) After 1<sup>st</sup> offense, Corrective and Preventive Action (CAPA) shall be implemented by the cooperative. Resampling should be done 1-2 days after CAPA implementation.



## POLICY FOR THE MILK QUALITY ASSURANCE GUIDELINES

Supplemental Policies for  
RA 11037 (FCA Regulation)

Page 5 of 5

(vi) On the 2<sup>nd</sup> and 3<sup>rd</sup> offense there will be an option to toll in the other dairy manufacturer with approved FDA-LTO as Food Toller for them to comply with the commitment with DepEd or DSWD to avoid delay of milk feeding implementation.

- II. For the Regional Centers, comply with the following checklist:
- i. Request Letter for the Milk Testing (Pasteurized Toned milk x 200 mL).  
Accomplished Request Form for the scheduling of the sample sent to PCC OED.
  - ii. Three (3) random samples each batch from three (3) different batches (with different production dates) per month shall be analysed wherein said batches should not be delivered until samples passed the standards.
  - iii. The release of the Certificate of Analysis is three (3) working days upon receipt of the samples.
  - iv. Validity of Certificate is maximum of 1 month.

All offenses must be validated and approved by the undersigned before its enforcement.

**PREPARED BY:**



**PATRIZIA CAVALLE O. SATURNO**  
*Section Head, PDIS*



**JOE F. CABADING**  
*Section Head, CBEDS-PMU*

**APPROVED BY:**



**DR. CARO B. SALCES**  
OIC Executive Director

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Supplemental Policies for  
RA 11037 (FCA Regulation)

Page 5 of 5

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**PREPARED BY:**



**PATRIZIA CAMILLE O. SATURNO**  
*Section Head, PDIS*



**JOEL F. CABADING**  
*Section Head, CBEDS-PMU*

**APPROVED BY:**



**DR. CARO B. SALCES**  
OIC Executive Director