



**TERMS OF REFERENCE AND CONDITIONS**

**ANNEX A**

<b>Project/Title Approved Budget for the Contract</b>	<b>SUPPLY AND DELIVERY OF PASTEURIZED CARABAO'S MILK Seven Hundred Forty One Thousand Pesos (Php 741,000.00)</b>
<b>Fund Source</b>	DSWD
<b>Delivery</b>	120 Feeding Days
<b>Payment</b>	Upon completion of 10 days delivery

<b>Item No.</b>	<b>Unit</b>		<b>Quantity</b>	<b>ABC (per unit)</b>	<b>Total Approved Budget for the Contract</b>
1	Packs	<b>PASTEURIZED CARABAO'S MILK</b>	325 x 120 feeding days	P 19.00	741,000.00
		<b>MILK SPECIFICATION</b>	Pasteurized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers		
		<b>SHELF LIFE</b>	Pasteurized Milk product should have at least 5-7 days shelf life from the date of manufacturing. Sterilized Milk Product should have at least 6months (retortable pouch made of plastic and aluminum)/12months (aluminum can) shelf life from the date of manufacturing.		
		<b>PACKAGING</b>	PM: 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. SMP: 180 ml packed in retortable pouch made of layers of plastic and aluminum pouches or aluminum can; Both the product and the outer box should be properly labeled and/or coded with the batch number and dates of production and expiration.		
		<b>FOOD INGREDIENTS</b>	Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (ingredients and water)		
		<b>GUARANTEED ANALYSIS</b>	For PM, Certificate of Analysis (COA) for three (3) pasteurized milk samples in compliance to standards of at least 2% fat, 9.5% SNF and FDA microbiological quality  For SMP, Certificate of Compliance based on submitted sterility tests, monitoring records, and physico-chem.		

Must pass the Sensory Evaluation, Physio-Chemical Analysis and Microbial Analysis following FDA standards.

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.

**RELEVANT CHARACTERISTICS**

Payment terms: For billing of payment after every 10 day delivery of milk and until the remaining supplies are delivered  
*Presence in the market; with at least 6-12 months of experience in implementing milk feeding program utilizing locally produced carabao's milk*

*Facilities: with owned dairy processing facility, and necessary equipment or approved toll processing agreement*

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.

**SUPPLIER**

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-LTO as food manufacturer and/or trader or Sanitary Permit from LGU where the processing plant is located

**DELIVERY OF MILK**

Milk shall be delivered to designated drop off points as agreed upon between DSWD Municipalities 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)*

Sterilized milk shall be delivered at ambient or room temperature following the proper stocking/ handling of the product.

*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).*

Milk suppliers must provide an accountability receipt signed by DSWD authorized representatives.

**INSPECTION  
AND  
ACCEPTANCE  
OF MILK**

Milk must be inspected and verified as to quantity and specifications, accepted and received by authorized DSWD representatives.

In case of leakage or spillage, the supplier must replace the milk on the next day of delivery or as agreed upon between DSWD Focal and Supplier. The supplier must also bring replacement/buffer stocks of milk in case of rejects upon inspection.

Reported spoiled milk or with physical contaminants upon delivery should be properly documented and replaced immediately according to PCC guidelines.

Reported spoiled SMP should be properly documented and replaced immediately according to PCC guidelines.

Tampering of production and expiration date is prohibited and subject for punishment, policy guidelines will apply.

**PAYMENT OF  
MILK**

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.

Supplier shall be paid based on the number of milk packs delivered in compliance to the Terms of Reference and Conditions

	Suppliers must provide the following documentary requirements ( <b>properly filled up and signed over printed name</b> )	
	<ol style="list-style-type: none"> <li>1. Delivery receipt (DR) duly received by DSWD authorized representative</li> <li>2. Inspection and acceptance report (IAR) duly signed/ accepted by DSWD 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>	


**DROP-OFF POINT:**

LGU (City/Municipal)	Address	Batch	No of Feeding	No of packs per day
Casiguran, Sorsogon	Casiguran Municipal Hall, Casiguran, Sorsogon	1	120	60
Barcelona, Sorsogon	Bulusan Municipal Hall, Bulusan, Sorsogon	1	120	51
Bulusan, Sorsogon		1	120	44
Juban, Sorsogon	Casiguran Municipal Hall, Casiguran, Sorsogon	1	120	74
Sorsogon		1	120	49
Sta.	Bulusan Municipal Hall, Bulusan,	1	120	47
			<b>TOTAL</b>	<b>325</b>

Prepared by:

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

Approved by:

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

**DETAILS FOR SUBMISSION OF QUOTATION:**

- Late Submission should not be accepted.
- Submission shall be **sealed** and shall be through personal delivery or through courier at the PCC-Procurement Office
- Suppliers must ensure that the Quotation are properly delivered and received by the Procurement Office **on or before** the closing date indicated in the PhilGEPS website.

**(Organized Community/ Social Groups)**

**a) Legal Requirements:**

- i. 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 NGAs or LGUs,
- ii. Notarized sworn affidavit (see attached Appendix "1")

**b) Technical Requirements:**

- i. 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 (see attached Appendix "2")

\* 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.

**c) Financial Requirements:**

- i. 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:

- ii. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return
- iii. 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 GPPB Resolution No. 18-2021, dated 22 October 2021 Page 18 of 26 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.

**(Unorganized Community/ Social Groups)**

**a) Legal Requirements:**

i. A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE

ii. Notarized sworn affidavit (see attached Appendix "1")

**b) Technical Requirements:**

i. List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements (see attached Appendix "2")

\* 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.

**c) Financial Requirements:**

i. Photocopy or scanned copy of the bank account under the name of any of its officers or members with the 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.