



Republic of the Philippines  
 Philippine Carabao Center  
 National Headquarters and Gene Pool  
 Science City of Muñoz, Nueva Ecija  
 Trunkline: (044) 456-0731 | (044) 456-0735

**REQUEST FOR QUOTATION**

Date: 11/24/2023

COMPANY NAME: \_\_\_\_\_  
 COMPANY ADDRESS: \_\_\_\_\_

Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the terms and condition provided, duly signed by authorized representative not later than deadline of submission to \_\_\_\_\_ or drop at the **Procurement Section, Philippine Carabao Center, National Headquarters & Gene Pool, Science City of Munoz, Nueva Ecija**. For any clarification, you may call/message \_\_\_\_\_

Vepearly Gem Manuel/ Rafael Cruz  
 Buyer/Canvasser

Noemi V. Balais  
 Procurement Officer

**INSTRUCTIONS:**

- 1 All goods offered must be inclusive of VAT, delivery charge, sales and other taxes, and incidental expenses.
- 2 Price Quotation/s must be valid for a period of Forty-Five (45) calendar days from the deadline of submission.
- 3 Warranty shall be for a period of at least six (6) months for supplies and one (1) year for equipment from date of acceptance by the Procuring Entity.
- 4 Delivery period shall be in calendar days.
- 5 Mayor's/ Business Permit, Philgeps Certificate/Registration, and other supporting/legal document required, shall be attached upon submission of the Quotations.
- 6 Bidders shall submit brochures showing specifications of the products being offered.
- 7 Quotation exceeding the Approved Budget of the Contract shall be rejected.
- 8 Award of contract shall be made to the lowest quotation which complies with the technical specification, financial component, legal requirements, and other terms and condition stated herein.

Project Title:

SUPPLY AND DELIVERY OF PASTEURIZED CARABAO'S MILK FOR DSWD REGION III - SAN LEONARDO, NUEVA ECJA

Approved Budget of the Contract:

168,000.00 Solicitation No. 2023-11-0097

ITEM No.	QTY	UNIT	ITEM AND DESCRIPTION	OFFERED TECHNICAL SPECIFICATION/ SERVICES	BUDGET PER UNIT	QUOTE PER UNIT
1	8,400	pcs	PASTEURIZED CARABAO'S MILK FOR DSWD REGION III - LGU SAN LEONARDO, NUEVA ECJA  <i>(Refer to attached TOR and Annexes for detailed requirements)</i>		20.00	

Place of Delivery: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Name and Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Tel. No./Cellphone No. \_\_\_\_\_  
 Company TIN \_\_\_\_\_  
 Date \_\_\_\_\_

Form No.: **PCC-PRIF-03** Revision No.: **04** Effectivity Date: **June 1, 2023**

TERMS OF REFERENCE AND CONDITIONS

ANNEX A

<b>Project/Title</b>	<b>SUPPLY AND DELIVERY OF PASTEURIZED CARABAO'S MILK (PACKED IN 180ML-200ML SACHET) FOR THE MUNICIPALITY OF SAN LEONARDO, NUEVA ECIJA</b>
<b>Approved Budget for the Contract</b>	<b>One Hundred Sixty Eight Thousand Pesos Only (Php168,000.00 )</b>
<b>Fund Source</b>	DSWD 13th Cycle Trust Fund
<b>Delivery Period</b>	360 Calendar Days
<b>Payment</b>	Upon completion of delivery

Item No.	Unit		Quantity	ABC (per unit)	Total Approved Budget for the
1	Packs	<p><b>PASTEURIZED CARABAO'S MILK</b></p> <p><i>MILK SPECIFICATIONS</i>                      Pasteurized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers                      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.</p> <p><i>SHELF LIFE</i></p> <p><i>PACKAGING</i>                      PM: 180-200 ml                      Pasteurized Milk packed in Low Density Polyethylene plastic sachets/900-1L 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.</p>	70 x 120 feeding days	P20.00	168,000.00

		<p><b>FOOD INGREDIENTS</b></p> <p>Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (ingredients and water)</p> <p>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</p> <p>For SMP, Certificate of Compliance based on submitted sterility tests, monitoring records, and physico-chem.</p> <p>Must pass the Sensory Evaluation, Physio-Chemical Analysis and Microbial Analysis following FDA standards.</p> <p>Certificate of Compliance (ingredients and water) based on Guarantee</p> <p>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>Payment terms: For billing of payment after every 10 day delivery of milk and until the remaining supplies are delivered</p> <p><i>Presence in the market;</i> with at least 6-12 months of experience in implementing milk feeding program utilizing locally produced carabao's milk</p> <p><i>Facilities:</i> 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>RELEVANT CHARACTERISTICS</b></p>		

		<p><b>SUPPLIER</b></p> <p>If Coop/CSO, supplier of milk must be an organization that collects milk from small hold dairy farmers with CSO Accreditation</p> <p>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.</p> <p>Must have valid FDA-LTO as food manufacturer and/or trader or Sanitary Permit from LGU where the processing plant is located</p>		
		<p><b>DELIVERY OF MILK</b></p> <p>Milk shall be delivered to designated drop off points as agreed upon between DSWD Municipalities and supplier of milk</p> <p>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)</p> <p><i>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)</i></p> <p>Sterilized milk shall be delivered at ambient or room temperature following the proper stocking/ handling of the product.</p>		

*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.

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

**INSPECTION AND ACCEPTANCE OF MILK**

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

In case of SMP, reported spoilage 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 to supplier shall be progressive.

**PAYMENT OF MILK**

		<p>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</p> <p>Suppliers must provide the following documentary requirements (<i>properly filled up and signed over printed name</i> )</p> <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>		
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**DROP-OFF POINT:**

(City/Municipality/Province)	Address	No. of Beneficiaries	No. of Feeding Days	No. of Milk Packs
San Leonardo, Nueva Ecija	Municipal Hall of San Leonardo, Nueva Ecija	70	120	8,400

Prepared by:

  
**JOELY CABADING**

National Milk Feeding Program Coordinator

Approved by:

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