

### **TERMS OF REFERENCE AND CONDITIONS**

<b>Project/Title</b>	<b>AGISTMENT CONTRACTING SERVICE (PCC at CMU)</b>
<b>Approved Budget for the Contract</b>	<i>Six million, Seventy-seven thousand and two hundred fifty pesos</i> <b>(P 6,077,250.00)</b>
<b>Fund Source</b>	Dairy Herd Build-Up Project/GAA Locally Funded
<b>Contract duration</b>	One (1) year upon receipt of notice to proceed (NTP)
<b>Payment</b>	Upon completion of actual service (monthly)
<b>Definition of Agistment farm services</b>	Agistment farm services refers to project/s that involve provision of rearing services of livestock, supply of animals, feed materials and other production inputs.
<b>Definition of similar single largest contract</b>	Must have completed a single or aggregate contract equivalent to at least <b>50% of the ABC</b> that involves provision of any of the following; rearing services of large ruminants, supply of animals and feed materials, and other production inputs.

<b>Statement of Compliance</b>
[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

### **TECHNICAL SPECIFICATIONS**

<b>Item No.</b>	<b>Unit</b>	<b>Description</b>	<b>Qty</b>	<b>ABC (Per unit)</b>	<b>Total Approved Budget for the Contract</b>
<b>1</b>	<b>LOT</b>	<b>Agistment contracting service:</b> <ul style="list-style-type: none"><li>• Rearing of maximum of one hundred (150) dairy buffaloes for one (1) year (subject to extension on a month-to-month basis subject to the availability of fund) or until six months of pregnancy;</li><li>• Must have a defined feeding system subject to the approval of PCC.</li><li>• Ensure proper handling of animals in compliance with the standards of the Animal Welfare R.A. 8485 (AWA).</li><li>• Report to PCC any disease/s or any animal health, reproductive and breeding concerns upon observation.</li><li>• Must engage in sustainable waste management in utilizing buffalo manure as fertilizer.</li></ul>	<b>1</b>	<b>P 111.00 per day per animal</b>	<b>P 6,077,250.00</b>

		<p><b>MINIMUM REQUIREMENTS FOR THE AGISTOR</b>  <b>(Shall be included with the submitted Eligibility and Technical Documents):</b></p> <ul style="list-style-type: none"> <li>● Must have a valid PHILGEPS registration (Platinum Certificate).</li> <li>● Must have at least two (2) years of large ruminant rearing experience in form of the following; <ul style="list-style-type: none"> <li>○ <b>License to Operate or Business permit from the LGU and/or;</b></li> <li>○ <b>A Livestock AWA certificate can also serve as evidence of experience.</b></li> </ul> </li> <li>● Must have similar experience such as production of livestock animals or production of animal related products such as milk and meat, and/or production of animal feeds such as silage and other feed crops. <ul style="list-style-type: none"> <li>○ <b>Proof of transactions</b> <ul style="list-style-type: none"> <li>■ <b>Technical Report on the Production performance of Managed Herd that supplies Milk for the School Feeding Program</b></li> </ul> </li> </ul> </li> <li>● Must have seven to thirteen (7-13) hectares of land per one hundred (100) heads or its equivalent for a cut and carry system that is accessible by transportation; <ul style="list-style-type: none"> <li>○ <b>Land title or rights and/or;</b></li> <li>○ <b>Contract agreement between the prospect agistor and the firm they are outsourcing the feed.</b></li> </ul> </li> <li>● Must have an animal shed, loading and unloading area, perimeter fence, working corral for Artificial Insemination (AI) and animal treatment (<b>Attach Pictures</b>);</li> <li>● Must have existing animal pens, water facilities, and feed supply (<b>Attach Pictures</b>); and</li> <li>● The facility is preferably located within 100 km radius from the intended distribution areas. <ul style="list-style-type: none"> <li>○ <b>Certificate of Site Inspection issued by the PCC Center Director or Dairy Herd Build-up (DHB) focal person</b></li> </ul> </li> </ul>			
		<p><b>Monitoring and evaluation (During the Contract Implementation);</b></p> <ul style="list-style-type: none"> <li>● Agistment farms shall undergo regular inspections and evaluations regarding their assigned herd's body condition score (BCS) and acceptable mortality percentage reviewed and accepted by the Dairy Herd Build-up (DHB) Team or their authorized representative/s.</li> </ul>			



		<ul style="list-style-type: none"> <li>• Agistment farm shall follow the reproduction and health protocol as required or to be implemented by the DHB team.</li> <li>• In case of mortality, it must be reported immediately to PCC for proper legal and reportorial compliance (e.g., Necropsy report, Property inspection, COA report, and Processing of insurance)</li> <li>• In case of mortality over 5% of the animals contracted: <ul style="list-style-type: none"> <li>• A comprehensive report must be provided for proper action and intervention.</li> <li>• A penalty of 10 % of the book value of dead animals that exceed to be deducted on the next payment if proved as negligence. <ul style="list-style-type: none"> <li>◦ death due to starvation</li> <li>◦ death due to treatable diseases but the service agistor failed to report unless the animal has proven pre-existing disease/s.</li> </ul> </li> <li>• Neither party shall be liable for the losses, damages or delays due to force majeure.</li> </ul> </li> </ul> <p><b>Payment of services;</b></p> <ul style="list-style-type: none"> <li>• Payment through monthly progress billing based on the number of animals and number of rearing days.</li> <li>• Agistor shall provide monthly accomplishment reports based on the actual status of Key Performance Indicators (KPIs). <ul style="list-style-type: none"> <li>◦ At most 5% mortality rate; and</li> <li>◦ Body Condition Score (BCS) of the animals must not be lower than 3.0 during the term.</li> </ul> </li> <li>• Agistor must provide the following documentary requirements <u>(properly filled up and signed over printed name)</u> <ul style="list-style-type: none"> <li>• Accomplishment report</li> <li>• Monthly monitoring and evaluation report duly signed by Dairy Herd Build-up focal person or Center Director</li> <li>• Statement of account or Billing statement issued by the supplier.</li> </ul> </li> </ul>		
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Recommended by:

Approved by:

  
**LOWELL C. PARAGUAS**  
PCC at CMU, Center Director

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

Last date modified: 12/28/2023

**Bidder's Technical Report Template:**  
**Summary of Dairy Buffalo Performance in Milk Feeding Program**  
**Prepared by: [Bidder's Name]**

Date of Report

## **1. Introduction**

Introduce the purpose of the report, highlighting the bidder's experience in dairy buffalo management and the relevance of the completed school milk feeding program to the agistment project.

## **2. Description of Completed School Milk Feeding Program**

Provide an overview of the school milk feeding program, including:

- Program Objectives
  - *Clearly state the objectives of the school milk feeding program, focusing on the nutritional support provided to school children.*
- Dairy Buffalo Population
  - *Detail the size and composition of the dairy buffalo herd involved in the program.*

<b>INVENTORY</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Average/year</b>	<b>TOTAL</b>
<i>Total Inventory of Animals</i>				
<i>Total Inventory of Heifer Animals</i>				
<i>Total Inventory of Cows Animals</i>				
<i>Total Inventory of Milking Animals</i>				
<i>Volume of Production (kgs)</i>				

### 3. Performance Metrics

Highlight the performance of dairy buffaloes in the completed school milk feeding program, addressing key metrics such as:

- **Milk Yield**
  - *Present data on monthly milk yield per buffalo.*

	Volume of Production (kgs)			
	Name of owner	ID number	Annual Milk Production	Remarks
1	Juan Dela Cruz	Animal 1		
2	Juan Dela Cruz	Animal 2		
3				
4				
5				
6				
7				
8				
9				

- **Health and Nutrition**
  - *Summarize the production performance (ADG or BCS), veterinary reports, and health assessments.*
  - *Highlight feeding and health management practices and initiatives undertaken to maintain the well-being of dairy buffaloes.*
- **Reproductive Success**
  - *Provide data on reproductive performance*

	Name of owner	ID number	Type of Breeding (AI/Natural)	If AI, Type of AI (FTAI, Enhanced, etc)	Pregnancy Diagnosis (Days post-insemination)	Individual Calving Interval (months in between consecutive calving)	Remarks
1	Juan Dela Cruz	Animal 1					
2	Juan Dela Cruz	Animal 2					
3							
4							
5							
6							
7							
8							
9							



- **Quality Control**

- *Outline measures taken to ensure the quality and safety of the milk supplied to schools.*
- *Include any certifications or quality assurance processes implemented.*

#### **4. Challenges and Solutions**

Discuss any challenges faced and the strategies implemented to overcome them.

#### **5. Conclusion**

Summarize the bidder's ability to effectively manage dairy buffaloes based on the performance in the completed school milk feeding program.

#### **6. Appendices**

Include supporting documents such as photographs, school feedback, veterinary reports, and any additional data that strengthens the bid.



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED: ISO 9001 | ISO 14001 | ISO 45001

## **INVITATION TO BID** **ITB/Identification No. PB 2024-4**

### **(DHB/PC-CMU) AGISTMENT CONTRACTING SERVICE**

1. The **PHILIPPINE CARABAO CENTER**, through the **GAA Fund** intends to apply the sum of **Six Million Seventy-Seven Thousand Two Hundred Fifty Pesos (P 6,077,250.00)** being the ABC to payments under the contract for **(DHB/PC-CMU) AGISTMENT CONTRACTING SERVICE** under **ITB/Identification No. PB 2024-4**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PHILIPPINE CARABAO CENTER** now invites bids for the above Procurement Project. Completion of delivery/Works/Services is required within **1 year** as specified in the Schedule of Requirements. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **PHILIPPINE CARABAO CENTER** and inspect the Bidding Documents at the address given below during Monday to Friday (8am-5pm) except weekends and holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on - **January 4-25, 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Eight Thousand Pesos (P 8,000.00) non-refundable**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, by facsimile, or through electronic means not later than the submission of their bids.

We encourage bidders to download the bidding documents through PhilGEPS or the PCC Website and pay through bank. Please coordinate with the BAC Secretariat Office through the email address and contact number given below for the bank detail procedures.

6. The **PHILIPPINE CARABAO CENTER** will hold a Pre-Bid Conference (via Zoom for bidders) on **January 12, 2024 (10am)** at **EUSEBIO HALL, PHILIPPINE CARABAO CENTER**, National Headquarter and Gene Pool, Science City of Muñoz, Nueva Ecija through web conference platform via Zoom.

A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to [noemi.balais@pcc.gov.ph](mailto:noemi.balais@pcc.gov.ph)

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **January 25, 2024 (9am)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **January 25, 2024 (10am)** at the given address below through web conference platform via Zoom (face to face for the BAC).

A Personal Meeting ID will be sent to participants through email who submitted bid proposals.

10. The **PHILIPPINE CARABAO CENTER** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. The **PHILIPPINE CARABAO CENTER** Bids and Awards Committee (BAC) will use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "draw lots", in the event that two or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final LCRB (In alphabetical order, the bidders shall pick one rolled paper. The lucky bidder who would pick the paper with "Congratulations" remark shall be declared as the final bidder having LCRB and recommended for award of the contract.)



12. Please refer to the following schedule of activities:

Activity	Date	Remarks
Availability of Bidding documents	January 4-25, 2024	Downloadable through PhilGEPS, PCC Website and can be requested through email ( <b>bac-secretariat@pcc.gov.ph</b> )
Payment of Bidding Documents (before submission of bid proposals)	January 4-25, 2024	<p>Prospective Bidders may pay the bidding documents through bank deposit to:</p> <p>Bank Name/Branch: Land Bank of the Philippines-CLSU  Bank Account No. 2962-1020-37  Account Name: PHILIPPINE CARABAO CENTER  LBP Branch where the deposit was made:</p> <p>If bidders opted to pay cash, request Statement of Account (SOA) first from PCC Accounting Office before proceeding to the PCC Cashier's Office</p> <p>Prospective Bidders must email the scanned copy of deposit slip to BAC Secretariat Office with the following details:</p> <ul style="list-style-type: none"> <li>▪ Project Title</li> <li>▪ Company Name with Contact Information</li> </ul> <p>BAC Secretariat Office: <b>bac-secretariat@pcc.gov.ph</b></p> <p>PCC Cashier's Office will issue Official Receipt after the validation/confirmation of the bank deposit.</p>
Pre-bid Conference (Online for bidders)	January 12, 2024 (10am)	A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to <b>bac-secretariat@pcc.gov.ph</b>
Deadline for the submission of bids	January 25, 2024 (9am)	<p>Late bids shall not be accepted.</p> <p>Through personal delivery or through courier at the PCC BAC Secretariat Office</p> <p>Bidders must ensure that the Bid Proposals are properly delivered and received by the BAC Secretariat Office on or before the deadline of submission.</p>
Bid Opening (Online for bidders)	January 25, 2024 (10am)	A Personal Meeting ID will be sent to participants through email who submitted bid proposals on time.

12. The PHILIPPINE CARABAO CENTER (PCC) does not condone any forms of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to PCC (**pccoed2021@gmail.com**).

13. For further information, please refer to:

**MS. NOEMI V. BALAIS**

Head, BAC Secretariat Office

PHILIPPINE CARABAO CENTER

National Headquarters and Gene Pool

Science City of Munoz, Nueva Ecija

Email: bac-secretariat@pcc.gov.ph

Contact No.: 0917 824 4374

Website: [www.pcc.gov.ph](http://www.pcc.gov.ph)

**ERIC P. PALACPAC**

Chairperson, Bids and Awards Committee

January 4, 2024