



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: May 23, 2025

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 [procurement@pcc.gov.ph](mailto:procurement@pcc.gov.ph) 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 **0917-824-4374**.

RAFAEL G. 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 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 4A - QUEZON**

Approved Budget of the Contract: ₱ **2,407,680.00** Solicitation No. **2025-05-0872 MF**

ITEM No.	QTY	UNIT	ITEM AND DESCRIPTION	OFFERED TECHNICAL SPECIFICATION/ SERVICES	BUDGET PER UNIT	QUOTE PER UNIT
1	126,720	pack	<b>Pasteurized Carabao's Milk 180ml</b>  - must be packed in Low Density Polyethylene Plastic Sachet - should be properly labeled/coded with the batch number, production & expiry date  <i>refer to attached <b>Terms of Reference and Conditions</b> for complete details</i>		19.00	

**for OFFERED TECHNICAL SPECIFICATION/ SERVICES**  
--Indicate the Statement of Compliance ("**Comply**" or "**Not Comply**") with the minimum required specifications for each line item.  
Non-compliance with the minimum required specifications shall be rejected.

**REMINDER:** Please quote your best offer for the item/s. Please do not leave any blank items. Indicate "**0**" if item being offered is for **free**.

**IMPORTANT:** Bidder shall follow all the applicable rules and regulations of Integrated Management standards (ISO 9001, 18001, 45001) maintained by the Agency in relation to performance of outsourced services by the company. (please refer to Annex B)

Place of Delivery: **as per indicated DROP-OFF POINT in the TOR**

Delivery Period: **180 calendar days**

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 \_\_\_\_\_



TERMS OF REFERENCE AND CONDITIONS

ANNEX A

Project/Title	SUPPLY AND DELIVERY OF PASTEURIZED AND STERILIZED CARABAO'S MILK (PACKED IN 180 ML SACHET) FOR DSWD Region 4A Quezon
Approved Budget for the Contract	Two Million Four Hundred Seven Thousand Six Hundred Eighty Pesos (PhP 2,407,680.00)
Fund Source	DSWD
Delivery Period	180 calendar days
Billing Terms	Every 40 days

Item No.	Unit		Quantity	ABC (per unit)	Total Approved Budget for the Contract
1	Packs	PASTEURIZED CARABAO'S MILK	126,720	PhP 19.00	2,407,680.00
	MILK SPECIFICATIONS	Pasteurized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers			
	SHELF LIFE	Pasteurized Milk product should have at least 9 days shelf life from the date of manufacturing.  Sterilized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers.			
	PACKAGING	PM: 180 ML Pasteurized Milk packed in Low Density Polyethylene plastic sachets; Should be properly labeled and/or coded with the batch number and dates of production and expiration.			
	FOOD INGREDIENTS	Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (ingredients and water)			
	GUARANTEED ANALYSIS	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  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	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			

	<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>	
DELIVERY OF MILK	<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><i>In the event that upon random milk sampling/testing of the milk produced and being supplied does not comply with the given PCC quality standard, the policy for quality assurance guidelines for sterilized milk should be applied.</i></p> <p>Milk suppliers must provide an accountability receipt signed by DSWD authorized representatives.</p>	
INSPECTION AND ACCEPTANCE OF MILK	<p>Milk must be inspected and verified as to quantity and specifications, accepted and received by authorized DSWD 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 DSWD Focal and Supplier. The supplier must also bring replacement/buffer stocks of milk in case of rejects upon inspection.</p> <p>Reported spoiled pasteurized milk or that 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>	
PAYMENT OF MILK	<p>Payment of milk to supplier shall be progressive.</p> <p>Billing will be based on actual quantity delivered in a period of 40 calendar days.</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><i>(properly filled up and signed over printed name)</i></b></p> <p>1. Delivery receipt (DR) duly received by DSWD authorized representative</p>	



		2. Inspection and acceptance report (IAR) duly signed/ accepted by DSWD authorized representative		
		3. Statement of account or Billing statement issued by the supplier		
		4. Copy of monthly certificate of analysis compliant to the milk quality standard.		
TOTAL				2,407,680.00

Prepared by:



**ANNA REYLENE J. MONTES**  
*Sr Science Research Specialist and Regional Milk  
Feeding Coordinator, PCC AT UPLB*

**Conforme By:**

Authorized Representative: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_