



Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>July 18, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>Lot 11</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-06-0086</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>391,776.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>12256438</u></div>
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**To Whom It May Concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than August 1, 2025 at 9:00 am to the address listed above.

**GENERAL CONDITIONS**

1. All entries must be typewritten and legible;
2. Bidders must submit the following eligibility requirements:
  - a. PHILGEPS Registration Certificate
  - b. DTI or SEC
  - c. Mayor's/Business Permit
  - d. Income/Business Tax Clearance
  - e. License to Operate (LTO) issued by the Food and Drug Administration (FDA)
  - f. In cases when traders bid for supply, they must be authorized to supply from at most three (3) manufacturers through a Certificate of Distributorship or Joint Venture Agreement specifying the implementation period (school year), product quantity, and the SDO to be supplied
  - g. Duly signed Statement of Compliance
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

**Your Company Name**

RFQ No.: **Lot 11**  
 PR No.: **2025-06-0086**  
 PHILGEPS Reference No.: **12256438**
4. Delivery period must be at least within **one hundred twenty (120) feeding days** upon receipt of the **Notice of Award** (indicated the days of delivery in the Bidder's Certificate)
5. Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three (3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
8. Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
9. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**HERBERT D. PEREZ**  
 BAC Chairperson

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
Request for Quotation for the Procurement of Regular Component: Nutritious Food Products (NFP) for School-Based Feeding Program SY 2025-2026 (LOT 11): Wafer				Unit Price	Total Price	Yes	No
1.	Wafer (Chocolate Flavor) 60g per pack	17,808.00	packs				
	***Please see attached Technical Specifications						
<b>TOTAL</b>							
Date of Event		N/A					
Purpose		Procurement of Regular Component: Nutritious Food Products (NFP) for School-Based Feeding Program SY 2025-2026-Wafer (LOT 11)					

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipts of the Notice of Award.

<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>CANVASSER'S CERTIFICATION</b></p> <p>This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines in securing prices for the City Schools Division of Tayabas.</p> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;">Authorized Representative</div> </div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Signature over Printed Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Company Tel./Fax/Mobile No.</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Company Tax Identification No. (TIN)</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date</div>
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**Address:** Brgy. Potol, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** tayabas.city@deped.gov.ph  
**Website:** https://www.sdotayabascity.ph



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

### TECHNICAL SPECIFICATIONS

PROJECT ID NO. : **ITB-GOODS-2025-001 (LOT 11)**

PROJECT TITLE: **PROCUREMENT FOR THE PROJECT: PROCUREMENT OF REGULAR COMPONENT: NUTRITIOUS FOOD PRODUCTS (NFP) FOR SCHOOL BASED FEEDING PROGRAM SY 2025-2026 – WAFER (LOT 11)**

Approved Budget for the Contract (ABC) : **Php391,776.00**

Lot	Specification												
11	<p><b>Wafer</b></p> <p><b>Flavor/Variant:</b> Chocolate Flavor</p> <p><b>Serving Size:</b> 60g per pack</p> <p><b>Quality:</b> Bread received in good condition, not expired, with no signs of damage in packs, no signs of holes, no molds, no foul smell, and pest-free.</p> <p><b>Packaging:</b> Individually packed in food-grade pouches. The packaging must clearly and readably indicate the Manufacturing Date, Expiration Date, and an imprinted sign per pack that indicates "<b>DepEd-SBFP, NOT FOR SALE</b>".</p> <p><b>Expiration:</b> The expiration date should be <b>at least 2 months from the date of manufacturing</b>.</p> <p><b>Technical Requirements for Suppliers:</b> The suppliers should at least have a License to Operate (LTO) issued by the Food and Drug Administration (FDA).</p> <p>In cases when traders bid for supply, they must be authorized to supply from at most three (3) manufacturers through a Certificate of Distributorship or Joint Venture Agreement specifying the implementation period (school year), product quantity, and the SDO to be supplied.</p> <p><b>Nutritional Content:</b></p> <table><tr><th></th><th>Minimum Amount Per Serving</th></tr><tr><td><b>Energy (kcal)</b></td><td>250-300 Kcal</td></tr><tr><td><b>Prot (g)</b></td><td>2-5 g</td></tr><tr><td><b>Sat. Fat</b></td><td>0-7 g</td></tr><tr><td><b>Sugar</b></td><td>8-30 g</td></tr><tr><td><b>Sodium</b></td><td>50-120 mg</td></tr></table>		Minimum Amount Per Serving	<b>Energy (kcal)</b>	250-300 Kcal	<b>Prot (g)</b>	2-5 g	<b>Sat. Fat</b>	0-7 g	<b>Sugar</b>	8-30 g	<b>Sodium</b>	50-120 mg
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## GENERAL CONDITIONS OF THE CONTRACT

### 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

### 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

### 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Technical Specifications** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## 6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## SPECIAL CONDITIONS OF CONTRACT

### Packaging

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be:

Lot. No.	Description	ABC	Packaging Requirements
11	Wafer (Chocolate Flavor) 60g per pack	Php391,776.00	Individually packed in food-grade pouches. The packaging must clearly and readably indicate the Manufacturing Date, Expiration Date, and an imprinted

			sign per pack that indicates " <b>DepEd-SBFP, NOT FOR SALE</b> "
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1. Be individually packed for each beneficiary.
  2. The individually packed provision should be segregated and marked per school of destination.
  3. The individually packed provisions should be placed in a 'crate' or similar container to prevent deformation or damage. A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging.
- A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

### **Transportation**

As the Supplier is required under this Contract to transport the Goods to a specified place of destination within the jurisdiction of the Schools Division of Tayabas, defined as the Project Site, transport to such place of destination, proper safeguards from anything that would affect or prejudice its safe, edible and consumable nature, shall be ensured by the Supplier, and related costs shall be included in the contract price. Delivery must be from 8:00 A.M. to 12:00 P.M. only.

### **Payment**

Payment shall be made in accordance with the Schedule of Requirements and upon completion of the contract and submission of complete documentary requirements in accordance with prevailing accounting and auditing rules and regulations.

### **Inspection**

The inspections and tests that will be conducted are in compliance with the ff:

1. DepEd Order No. 041, s. 2021 Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education.
2. DepEd Order No. 31, s. 2021 Operational Guidelines on Implementation of School-Based Feeding Program.
3. DepEd OUOPS Memorandum No. 2024-09-10424 1<sup>st</sup> Advisory for the implementation of the School-Based Feeding Program (SBFP) FY 2025.
4. DepEd OUOPS Memorandum No. 2024-08-02959 Fourth Advisory for the implementation of the School-Based Feeding Program (SBFP) CY 2025.

**The technical specifications in the Contract will be used as reference during inspection.**

**Warranty –**

Damaged items and those not in good condition rejected by the consignee during delivery should be replaced immediately (Inclusion: Additional food item for inspection, Packaging and Delivery Fee from Manufacturing Plant to Drop-Off Points / Schools). A comprehensive and onsite warranty for the procured items will be applied. The said warranty shall reckon from the date of issuance of the Certification by the DepEd that the delivered goods have been duly inspected and accepted (i.e. final acceptance). Section VI. Schedule of Requirements

**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>
11	Wafer (Chocolate Flavor) 60g per pack	17,808	Packs	<b>Once a week for 24 weeks (120 feeding days)</b>

**A. Delivery Schedule**

Complete delivery shall be made within the contract duration stipulated above, from the date of receipt of the Notice to Proceed (NTP) by the Supplier or the date provided for such purpose indicated in the NTP.

**B. Project Site**

Goods shall be delivered to DepEd City Schools Division of the City of Tayabas – Drop-off Points.

1. Kalumpang Elementary School
2. Tayabas East Central School
3. Tayabas West Central School I
4. Lakawan Elementary School

**C. Delivery, Inspection and Acceptance Instructions**

1. Delivery of Food shall be from 8:00 A.M. to 12:00 P.M. and as stated in Letter “A” Schedule of Requirements at designated drop-off points. No delivery shall be made during holidays and weekends.

2. Upon delivery, the Inspection Team (School or SDO, depending on the drop-off point) shall inspect the goods and ensure that they are in good quality. At least 3 members of the School Inspectorate Team (SIT) shall sign the Inspection & Acceptance Report (IAR) as proof that they have received the specified quantity & quality of the Rice Mongo Crunchies while the authorized consignee shall sign the acceptance portion of the IAR.

3. The School Inspectorate Team (SIT) shall do random inspection of the Rice Mongo Crunchies every delivery as to the quantity and quality of goods. All food packs to be delivered must be clean, without leaks, and not spoiled.

4. The SIT shall reject food packs that are unclean, with leaks, and spoiled subject to replacement by the supplier.

5. In addition to the handling and storage instructions from Bureau of Learners Support Services-School Health Division BLSS-SHD, supplies must



be unloaded at a stockroom or designated area; safekeeping of food stocks shall be the responsibility of the School Head and school personnel.

(a) The food packs shall be stored in cool, dry place prior to its distribution. When necessary for preservation, unused delivered stocks for the day shall be stored properly to ensure its quality and freshness.

(b) The food packs shall be stored in a secured, clean, pest-free, and well-ventilated area in the school. Boxes of food packs shall be piled on pallets following the Supplier's stockpiling requirement.

### STATEMENT OF COMPLIANCE

I hereby commit to providing the above specified requirements in compliance with the Technical Specifications/Requirements for the Project: ***Procurement of Regular Component: Nutritious Food Products for School-Based Feeding Program SY 2025-2026 – Wafer (Lot 11)***.

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Name of Company (in print)

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Signature of Company Authorized Representative

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Name & Designation (in print)

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Date