



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

REQUEST FOR QUOTATION (RFQ)

<p>_____ Name of Company</p> <p>_____ Complete Company Address</p>	<p>Date: <u>August 14, 2025</u></p> <p>RFQ No.: <u>2025-08-125</u></p> <p>PR No.: <u>2025-08-0125</u></p> <p>ABC: <u>P</u> 1,745,184.00</p> <p>PHILGEPS Ref. No.: <u>12367609</u></p>
--	---

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 September 8, 2025 at 9:00 am to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
(Please see attached Eligibility Requirements)
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 2025-08-125
PR No.: 2025-08-0125
PHILGEPS Reference No.:

- Delivery period must be at least within **twenty-eight (28) calendar days** upon receipt of the **Notice of Award** (indicated the days of delivery in the Bidder's Certificate)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
- 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 Pasturized Milk for School-based Feeding Program FY 2025 (Activity Request#AR-2025-SARO-SGOD-PRO-030)				Unit Price	Total Price	Yes	No
1	Pasteurized Fresh Milk 1 liter in High Density Polyethylene (HDPE) or Polyethylene Terephthalate (PET) PLAIN and/or CHOCOLATE FLAVOR	14,840	liter				
2	Pasteurized Fresh Milk 200ml pouch in food grade Polyethylene or High Density Polyethylene (HDPE) PLAIN FLAVOR	8,904	pouch				
3	**See attached Technical Specifications**						
4	Inclusions: Packaging and Delivery Fee from Manufacturing Plant to Drop-Off Points (Lakawan ES, TWCS 1, TECS and Kalumpang ES) Insulated Coolers and Ice						
TOTAL							
Date of Event				target date of implementation September 2025 (subject to change)			
Purpose				Procurement of Pasturized Milk for School-based Feeding Program FY 2025			

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANTS 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 Pasturized Milk for School-based Feeding Program FY 2025 (Activity Request#AR-2025-SARO-SGOD-PRO-030)				Unit Price	Total Price	Yes	No

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.

CANVASSER'S CERTIFICATION

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.

Authorized Representative

Signature over Printed Name

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Date



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

TECHNICAL SPECIFICATIONS FOR PASTEURIZED MILK

Type of Food	Pasteurized Milk	
Serving Size	200ml or 1 liter (for decision of the End-user)	
Flavor	May be flavored or non-flavored (for decision of the End-user)	
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy, and no sour smell. It should be delivered frozen or with ice.	
Packaging	<ul style="list-style-type: none">Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles, or gable topShould indicate the Batch and Lot numbersThe packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.If possible, there must be a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates "DepEd SBFP-NOT FOR SALE"	
Expiration	The expiration date should be at least 5 days from the date of delivery.	
Nutritional Content	Particulars	Amount Per Serving
	Energy	Greater than or equal to 140 kcal
	Protein	Not less than 4g
	Total Fat	Less than or equal to 7g
	Saturated Fat	Less than or equal to 4g
	Total Carbohydrates	Not less than 15g and not greater than 27g

	Sugar	Not less than 15g and not greater than 27g
	Calcium	Not less than 220mg and not greater than 480mg
	Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.	
Delivery Schedule	(to be supplied by the End-user)	
Drop-off Points	Lakawan ES Tayabas West Central School 1 Tayabas East Central School Kalumpang Elementary School	

Note: The bidder/supplier with the lowest calculated quotation must provide samples for sensory evaluation and acceptability test during the conduct of post-qualification.

STATEMENT OF COMPLIANCE

I hereby commit to providing the above specified requirements in compliance with the Technical Specifications for the project: **Procurement of Pasteurized Milk for School-Based Feeding Program FY 2025**

Name of Company/Organization/Community/Group (in print)

Signature of Authorized Representative

Name & Designation (in print)



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

COMMUNITY PARTICIPATION PROCUREMENT ELIGIBILITY REQUIREMENTS

PROJECT TITLE: Procurement of Pasteurized Milk for School-Based Feeding Program FY 2025

Approved Budget for the Contract: Php 1,745,184.00

Delivery Term: 28 days

The prospective bidder/supplier shall submit the duly accomplished RFQ form along with the following eligibility requirements for Organized Community or Social Groups along:

Legal Requirements

- a. 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 NGAs⁴⁴⁶ or LGUs⁴⁴⁷ and
- b. A sworn affidavit (Appendix "1") executed by the head or its authorized representative that affirms that:
 - i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
 - ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

Technical Requirements

- c. 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, or implement the Simple Infrastructure Projects, at an equal or higher established standards.

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.

Financial Requirements

- f. 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:

- g. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
- h. 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 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.

Other Documentary Requirements:

- h. Conformity with the Technical Specifications

Note: The abovementioned documents shall be arranged according to the checklist and properly labeled/tagged for easy checking