



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 03 April 2024

PR No: 2024-04-0032

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Negotiated Procurement – under Section 53.12 Community Participation of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No: 2024-04-0032-Implementation of School-Based Feeding Program (SBFP) SY 2023-2024 Milk Components Lot 5** . with an Approved Budget for the Contract (ABC) of One Million Three Hundred Sixty-One Thousand Nine Hundred Thirty-Nine Pesos Only (Php 1,361,939.00)

Delivery Period: Five (43) calendar days

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit in a **sealed envelope**, and/or courier duly signed by your authorized representative and submitted to the BAC Office, DepEd Division of Batangas **not later than April 8, 2024, at 10:00 AM.**

The Bidder must submit a copy of the following documentary requirements as part of stated in Appendix 35, Section 6 “Guidelines for the Conduct of Community Participation”

**6.1.1 Organized Community or Social Groups**

**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 LGUs,447 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,



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
✉depded.batangas@depded.gov.ph  
🌐www.depdedbatangas.com



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- 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 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
- d. Statement of the CSG's ongoing government and private contracts indicating the outstanding and uncompleted portions thereof, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- e. Philippine Contractors Accreditation Board license under Presidential Decree No. 4566, as amended.

**Financial Requirements**

- f. Photocopy or scanned copy of the bank book with complete bank account information; or 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 and 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



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### 6.1.2 Unorganized Community or Social Groups

#### Legal Requirements

- a. A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE; and
- b. A sworn affidavit (Appendix “1”) executed by the head or authorized representative that:
  - i. none of its organizers, 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 TWG or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
  - ii. commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand if no performance or warranty security is required by the PE

#### Technical Requirements

- a. List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.

#### Financial Requirements

- b. Photocopy or scanned copy of the bank account under the name of any of its officers or members with the complete bank account information; or proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

For any clarification, you may contact us via email at [bac.sdobatangas@deped.gov.ph](mailto:bac.sdobatangas@deped.gov.ph)

  
**GREGORIO T. MUECO, CESO VI**  
BAC Chairperson

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read the Legal technical and financial requirements I/we submit our quotation/s for the item/s as follows:

Annex "A"

<p align="center"><b>PR No: 2024-04-0032- Implementation of School-Based Feeding Program (SBFP) SY 2023-2024 Milk Components Lot 5</b>  <b>PR No. 2024-04-0032</b>  <i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i></p>				
Description/Technical Specifications	Unit	Quantity	Bid Amount	Statement of Compliance
<b>Milk Components Lot 5</b>				
Pasteurized Milks for 1,667 beneficiaries 1 liter per bottle packed in food-grade plastic bottle with visible date of expiration Number of deliveries: 8 (equivalent for 40 days) Delivery: Once a week at identified Drop-off Points: SDO Sto. Tomas	Bottles	13336		
Pasteurized Milks for 1,667 beneficiaries 200 ml per pouch packed in food-grade polyethylene pouches with visible date of expiration Number of deliveries: 1 (equivalent to 3 days) Delivery: Once a week at identified Drop-off Points: SDO Sto. Tomas	Pouches	5001		

**Important Notes:**

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA for sole proprietorship or Secretary's Certificate for partnership or corporation;

**FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

<p><b>PR No: 2024-04-0032- Implementation of School-Based Feeding Program (SBFP) SY 2023-2024 Milk Components Lot 5</b>  <b>PR No.: 2024-04-0032</b></p> <p><i>Approved Budget for the Contract in the amount of</i>  <b>One Million Three Hundred Sixty-One Thousand Nine Hundred Thirty-Nine Pesos Only</b>  <b>(Php 1,361,939.00))</b></p>	
<b><i>Your Total Offered Quotation in Words</i></b>	<b><i>In figures</i></b>

**Terms of Payment:**

- Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor’s account.

## Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

**TERMS AND CONDITIONS:**

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation that complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.



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8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specifications.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd SDO Batangas shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*