



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: January 9, 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**.

VIVIAN N. ENCARNACION/RAFAEL G. CRUZ  
 Buyer/Canvasser

NOEMI V. BALAIS  
 Procurement Officer

**INSTRUCTIONS:**

- All goods offered must be inclusive of VAT, delivery charge, sales and other taxes, and incidental expenses.
- Price Quotation/s must be valid for a period of Forty-Five (45) calendar days from the deadline of submission.
- 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.
- Delivery period shall be in calendar days.
- Mayor's/ Business Permit, Philgeps Certificate/Registration, and other supporting/legal document required, shall be attached upon submission of the Quotations.
- Bidders shall submit brochures showing specifications of the products being offered.
- Quotation exceeding the Approved Budget of the Contract shall be rejected.
- 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 VARIOUS LGU IN NUEVA ECIA (RIZAL, LUPAO, MUNOZ)**  
 Approved Budget of the Contract: ₱ **674,880.00** Solicitation No. **2025-01-0081-MF**

ITEM No.	QTY	UNIT	ITEM AND DESCRIPTION	OFFERED TECHNICAL SPECIFICATION/ SERVICES	BUDGET PER UNIT	QUOTE PER UNIT
1	35,520	packs	Pasteurized Carabao's Milk, 200ml per pack  <i>please refer to the attached Terms of Reference and Conditions for the breakdown of delivery per LGU</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 indicated in Terms of Reference and Conditions**

Delivery Period: **120 school 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**

<b>Project/Title</b>		<b>SUPPLY AND DELIVERY OF PASTEURIZED CARABAO'S MILK (PACKED IN 200ML SACHET) FOR LGU RIZAL (NUEVA ECJA) LUPAO, (NUEVA ECJA), AND SCIENCE CITY OF MUÑOZ (NUEVA ECJA)</b>			
<b>Approved Budget for the Contract</b>		<b>Six Hundred Seventy-Four Thousand Eight Hundred Eighty</b>			
<b>Fund Source</b>		<b>DSWD 14TH CYCLE SUPPLEMENTARY FEEDING PROGRAM</b>			
<b>Delivery Period</b>		<b>120 Feeding Days</b>			
<b>Payment</b>		<b>Upon completion of every 10 days delivery</b>			
<b>Item No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>ABC</b>	<b>Total Approved Budget for the Contract</b>
1	Packs	Supply and Delivery of Pasturized Carabao's Milk in LGU Rizal, Nueva Ecija	79 x 120 feeding days	19	180,120.00
2	Packs	Supply and Delivery of Pasturized Carabao's Milk in LGU Lupao, Nueva Ecija	146 x 120 feeding days	19	332,880.00
3	Packs	Supply and Delivery of Pasturized Carabao's Milk in LGU Science City of Muñoz, Nueva Ecija	71 x 120 feeding days	19	161,880.00
		<b>MILK SPECIFICATIONS</b>	Pasturized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers		
		<b>SHELF LIFE</b>	Pasturized Milk product should have at least 5-7 days shelf life from the date of manufacturing.		
		<b>PACKAGING</b>	PM: 200 ml Pasturized Milk packed in Linear Low Density Polyethylene plastic sachets;		
		<b>FOOD INGREDIENTS</b>	Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (ingredients and water)		
		<b>GUARANTEED ANALYSIS</b>	For PM, Certificate of Analysis (COA) for three (3) batches of pasteurized milk (5 samples per batch) in compliance to standards of at least 2% fat, 9.5% SNF and FDA microbiological quality		
		<b>RELEVANT CHARACTERISTICS</b>	Must pass the Sensory Evaluation, Physio-Chemical Analysis and Microbial Analysis following FDA standards. Presence in the market; with at least 6-12 months of experience in implementing milk feeding program utilizing locally produced carabao's milk Cooperatives under toll agreements must submit a copy of the said agreement		
		<b>DELIVERY OF MILK</b>	Milk shall be delivered to designated drop off points as agreed upon between DSWD Municipalities and supplier of milk  Schedule of delivery shall be based on the schedule given and most preferred or as agreed upon by supplier and receiving entities (changes may occur based on the capacity of supplier and length of procurement process) Pasturized 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)		

		<p><b>SUPPLIER</b></p> <p>If Coop/CSO, supplier of milk must be an organization that collects milk from small hold dairy farmers with CSO Accreditation</p> <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>	
		<p><b>INSPECTION AND ACCEPTANCE OF MILK</b></p> <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, supplier must replace the milk on the next day of delivery or as agreed upon between DSWD representative 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>	
		<p><b>PAYMENT OF MILK</b></p> <p>Payment of milk to supplier shall be progressive.</p> <p>For billing of payment after every 10 day delivery of milk and until the remaining supplies are delivered.</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>Supplier must provide the following documentary requirements (<i>properly filled up and signed over printed name</i>)</p> <ol style="list-style-type: none"> <li>1. Delivery receipt (DR) duly received by DSWD authorized representative</li> <li>2. Inspection and acceptance report (IAR) duly signed/ accepted by DSWD authorized representative</li> <li>3. Statement of account or Billing statement issued by the supplier</li> <li>4. Copy of monthly certificate of analysis compliant to the milk quality standard.</li> </ol>	

Prepared by:

  
**JOHN JOSE E. CARI**  
 Science Research Specialist I