



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Request for Quotation
Negotiated Procurement – Community Participation (NP-CP)

Project: Supply and Delivery of Milk Products (Pasteurized) for School Based Feeding Program (SBFP) Beneficiaries for SY 2025-2026 of the Department of Education - Division of Cagayan de Oro City

1. The Department of Education (DepEd), through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the Negotiated Procurement-Community Participation (NP-CP) for the Supply and Delivery of Milk Products (Pasteurized) for School Based Feeding Program (SBFP) Beneficiaries for SY 2025-2026 of the Department of Education – Division of Cagayan de Oro City in accordance with Section 53.12 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act.
2. The Approved Budget for the Contract (ABC), through the General Appropriations Act (GAA) Regular Funds 2025, Sub-Allotment Release Order No.: SUB-ARO-10-25-105 has a sum of **Five Million Nine Hundred Twenty-One Thousand Three Hundred Seventy Pesos Only (P 5,921,370.00)** as follows:

Lot No.	ITEMS	Quantity	Unit Cost	Approved Budget for the Contract (ABC)
1	Provision to supply and deliver milk (pasteurized) for 18,798 target beneficiaries good for 15 milk feeding days	281,970 milk bottles	P 21.00 200 ml	P 5,921,370.00

Bids received in excess of the ABC shall be **automatically rejected** at bid opening.

3. Prospective bidders may obtain further information from the **Department of Education (DepEd)** Bids and Awards Committee (BAC) Secretariat through the contact details given below during office hours.
4. The schedule of bidding activities is as follows:

Activities	Schedule
Advertisement/ Posting of Request for Quotation	July 2, 2025 (Wednesday), 4:30 P.M.
Availability of Request for Quotation	July 3, 2025 (Thursday), 8:00 A.M
Pre-Negotiation Conference	July 7, 2025 (Monday), 9:30 A.M



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Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	July 09, 2025 (Wednesday), 8:30 A.M 2nd Floor New Building, Board Room, Department of Education, Division of Cagayan de Oro City, Fr. William F. Masterson, SJ Avenue, Upper Balulang, Cagayan de Oro City
Opening of Quotations	July 09, 2025 (Wednesday), 9:30 A.M 2nd Floor New Building, Board Room, Department of Education, Division of Cagayan de Oro City, Fr. William F. Masterson, SJ Avenue, Upper Balulang, Cagayan de Oro City

5. Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat (email at bac.depedcdo@gmail.com) not later than 8:30 in the morning of _____ with the following details:

Subject: **Attendees to the Bid Opening of MVs**

Body:

- Name of Representative(s) (maximum of two):

- Company Name:

- Email Address(es):

- Contact No(s):

6. Interested Bidders shall submit the following documents in sealed envelopes, labeled as **“Negotiated Procurement – Community Participation (NP-CP) Supply and Delivery of Milk Products (Pasteurized) for School Based Feeding Program (SBFP) Beneficiaries for SY 2025-2026 of the Department of Education – Division of Cagayan de Oro City”**. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.
7. The Checklist of Documents is as follows,
- A. Technical Component Envelope: Class “A” Documents
- Legal Documents
 - Valid PhilGEPS Registration Certificate (Platinum Membership) with all pages
 - Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government



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unit, whichever is applicable.

- Certification from the leader of the community-based service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of Procuring Entity, a member of the BAC, or other official authorized to process and/or approve the proposal, contract, and release of funds. iii) Disclosure of related business, if any, and extent of ownership therein.
- Technical Documents
 - Original copy of Bid Security. If in the form of Surety Bond, submit a certification issued by the Insurance Commission, **or** an Original Copy of the Notarized Bid Securing Declaration, a proforma form is attached as Annex “A”; and
 - Conformity with the Schedule of Requirements (Annex “B”) and Technical Specifications (Annex “C”);
 - Original duly signed Omnibus Sworn Statement (OSS) (Annex “D”); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney of all members of the joint venture giving full power and authority to its Officer to sign the OSS and do acts to represent the Bidder.
 - List of completed contracts similar to procurement or list indicating the experiences of members of the community-based service provider that satisfies the technical requirements of the procurement at hand in terms of its capacity to deliver the goods, perform the non-consulting service, or construct the simple infrastructure project, at an equal or higher established standards.

B. Financial Envelope

- Original copy of the duly signed and accomplished Financial Bid Forms (Annexes “E” **and** “F” or “G, whichever is applicable”)
- Certificate that the community-based service provider has an existing bank account
- Proof that it has financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt.

For organized CSG that has participated in any government Community-based Project for the two (2) years:

- Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishment, the most recent quarter’s ITR or Business Tax Return, and
- Updated Audited Financial Statements (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



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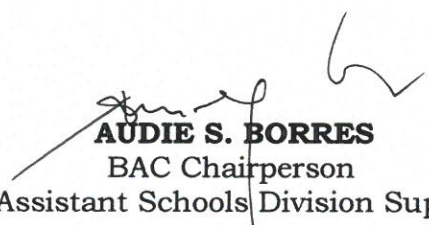
accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

Bidder shall submit **one (1) original** and **two (2) duly certified photocopies** of the first and second components of its bid in sealed envelopes.

All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid.

8. The **Department of Education (DepEd), Division of Cagayan de Oro** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

MR. JERRY P. TARUC
BAC Secretariat
Division of Cagayan de Oro City
Fr. William F. Masterson SJ Avenue, Upper Balulang
Cagayan de Oro City
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AUDIE S. BORRES
BAC Chairperson
Assistant Schools Division Superintendent