**DEPARTMENT OF SOCIAL WELFARE**
**AND DEVELOPMENT FIELD OFFICE XII**
REGIONAL CENTER, BRGY. CARPENTER HILLS, KORONADAL CITY, 9506

# REQUEST FOR QUOTATION
## NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION For the Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026

Reference Number: **NPCP-DSWD12-SFP-2026-04-006**

1. In view of the Community Participation Procurement, the **Department of Social Welfare and Development Field Office XII (DSWD FO XII),** through its Bids and Awards Committee (BAC) invites registered and organized Community or Social Groups (CSGs) to participate in the community participation procurement **NPCP-DSWD12-SFP-2026-04-006 Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026** in accordance with Section 35.11 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 12009, otherwise known as the "New Government Procurement Act.

2. The Approved Budget for the Contract is **Two Million Three Hundred Seventy-six Thousand Pesos Only (Php2, 376,000.00)** inclusive of all applicable taxes.

3. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from **23 April 2026** , 8:00 AM to 5:00 PM. **to 27 April 2026**, 8:00 AM to 9:00 AM.

4. The schedule of the bidding activities are as follows:

| ACTIVITIES | SCHEDULE |
|---|---|
| Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation | **23 April 2026** |
| Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope) | **On or before 27 April 2026, 10:00AM** |
| Opening of Quotations | **27 April 2026, 1:30 PM** |

5. Interested bidders shall submit the following documents in sealed envelopes, labelled as **"NPCP-DSWD12-SFP-2026-04-006 Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026"**. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.

DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE XII
REGIONAL CENTER, BRGY. CARPENTER HILLS, KORONADAL CITY, 9506

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

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 NGAs24 or LGUs,25 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 e

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.

## II. FINANCIAL COMPONENT ENVELOPE

d. 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:**

e. 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

f. 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.

6. The **DSWD FO XII** reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**Sgd. NAIRA S. ARATUC**
Chairperson, DSWD FOXII BAC

# Price Quotation Form for the NPCP-DSWD12-SFP-2026-04-006 Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026

Date: APRIL 23, 2026
Ref. No. **NPCP-DSWD12-SFP-2026-04-006**

To: **DSWD Field Office XII**
Regional Center, Brgy. Carpenter Hills
City of Koronadal, 9506

Gentlemen and/or Ladies:

Having examined the **Community Participation Procurement** including the Amendments and Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver services for the **NPCP-DSWD12-SFP-2026-04-006 Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026** for the sum of _____ _____. [total price offer amount in words] in conformity with the said Bidding Documents for the sum (₱_____) [total price offer amount in figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amount, and within the times specified in the Bidding Documents.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Request for Quotation.

The undersigned is authorized to submit the bid on behalf of _____

*[name of the bidder]*

as evidenced by the attached _____

*[state the written authority]*.

We acknowledge that failure to sign each and every page of this Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____**, 2026**

_____ _____

Signature in the capacity of

Duly authorized to sign Bid for and on behalf of _____

***ANNEX B***

# Technical Specifications

1. The project is for the **Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026** with **NPCP-DSWD12-SFP-2026-04-006** as Reference Number**.**

2. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's unamend sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

| Item | Specification | Statement of Compliance |
|---|---|---|
| | **LOT 6 Polomolok** | |
| **1** | **Toned Milk, plain (180-200 ml per pack x 300 children x 180 days)** | |
| **2** | **Toned Milk, flavored (180-200 ml per pack x 300 children x 180 days) Any flavored available** | |
| | **Nutrient Content per pack:**<br>140-180 Calories<br>Total Fat (3-8.5g)<br>Total Carbohydrates (15-30g)<br>Total Protein (5-12g)<br>Calcium (220-350mg)<br>Sugar (10-28g)<br><br>**NOTES:**<br>Free delivery to identified 3-5 dropping points or cluster per LGU.<br><br>Primary Packaging: Food Grade Polyethylene Bags labeled with nutritional facts, production date and expiration date.<br>Secondary Packaging: (in sets per DCC based on the attached schedule and quantity) and shall be done in the supplier's sanitized area prior to the date of delivery. | |

| | | |
|---|---|---|
| | The supplier must be National Dairy Authority or Philippine Carabao Center accredited.<br><br>The supplier must have Sanitary Permit.<br><br>**DELIVERY:**<br>Delivery is based on the agreed and conformed schedule set by the End-User and Supplier.<br><br>The milk packs will be delivered once a week to the designated areas or pickup points.<br><br>Delivery is within the attached schedule of delivery and timeline (8:00 to 11:00 AM)<br><br>The total contract duration is 180 calendar days/6 months. The NOA and contract shall be awarded in two phases: an initial 120 day, followed by a subsequent 60 day, subject to the availability of funds.<br><br>Milk packs must be properly sealed and delivered in a frozen state using securely sealed and insulated ice boxes to maintain the required temperature.<br><br>The cold chain must be strictly maintained throughout delivery, distribution, and storage to ensure product safety and quality. Once all milk packs have been distributed to Child Development Workers, the supplier may retrieve the ice boxes.<br><br>The supplier must bring extra milk packs (buffer stock), in case of damaged/lacking milkpacks upon delivery.<br><br>**INSPECTION AND FINAL ACCEPTANCE:**<br>Acceptance by the LGU; C/MSWDO/Focal Person/SFP Staff. Inspection by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.<br><br>**PAYMENT TERM:**<br>Thirty (30) working days after submission of billing statement and other supporting documents of completed monthly deliveries. | |

**I hereby certify to comply with all the above requirements.**

_____

Name of the Company/Bidder

_____

Signature Over Printed Name of the Representative

Date:_____

***ANNEX A***

# 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.

**NPCP-DSWD12-SFP-2026-04-006 Supply and delivery of Toned Milk for the consumption of 600 undernourished Day Care children in LGU Polomolok under the Milk Feeding Program for CY 2026**

| Stock No. | List of Food Items | Unit | Quantity | Delivered, Weeks/Months |
|---|---|---|---|---|
| | **LOT 6 Polomolok** | | | |
| **1** | **Toned Milk, plain (180-200 ml per pack x 300 children x 180 days)** | ***Pack*** | ***54,000*** | **Will commence upon the agreed and conformed schedule set by the End-User and Supplier** |
| **2** | **Toned Milk, flavored (180-200 ml per pack x 300 children x 180 days) Any flavored available** | ***pack*** | ***54,000*** | |
| | **Nutrient Content per pack:**<br>140-180 Calories<br>Total Fat (3-8.5g)<br>Total Carbohydrates (15-30g)<br>Total Protein (5-12g)<br>Calcium (220-350mg)<br>Sugar (10-28g)<br><br>**NOTES:**<br>Free delivery to identified 3-5 dropping points or cluster per LGU. | | | |

| | | | | |
|---|---|---|---|---|
| | Primary Packaging: Food Grade Polyethylene Bags labeled with nutritional facts, production date and expiration date.<br>Secondary Packaging: (in sets per DCC based on the attached schedule and quantity) and shall be done in the supplier's sanitized area prior to the date of delivery.<br><br>The supplier must be National Dairy Authority or Philippine Carabao Center accredited.<br><br>The supplier must have Sanitary Permit.<br><br>**DELIVERY:**<br>Delivery is based on the agreed and conformed schedule set by the End-User and Supplier.<br><br>The milk packs will be delivered once a week to the designated areas or pickup points.<br><br>Delivery is within the attached schedule of delivery and timeline (8:00 to 11:00 AM)<br><br>The total contract duration is 180 calendar days/6 months. The NOA and contract shall be awarded in two phases: an initial 120 day, followed by a subsequent 60 day, subject to the availability of funds.<br><br>Milk packs must be properly sealed and delivered in a frozen state using securely sealed and insulated ice boxes to maintain the required temperature.<br><br>The cold chain must be strictly maintained throughout delivery, distribution, and storage to ensure product safety and quality. Once all milk packs have been distributed to Child Development Workers, the supplier may retrieve the ice boxes. | | | |

| | | | | |
|---|---|---|---|---|
| | The supplier must bring extra milk packs (buffer stock), in case of damaged/lacking milkpacks upon delivery.<br><br>**INSPECTION AND FINAL ACCEPTANCE:**<br>Acceptance by the LGU; C/MSWDO/Focal Person/SFP Staff. Inspection by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.<br><br>**PAYMENT TERM:**<br>Thirty (30) working days after submission of billing statement and other supporting documents of completed monthly deliveries. | | | |

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

_____
Name of the Company/Bidder

_____
Signature Over Printed Name of the Representative
Date _____

# Price Schedule for Goods Offered from within the Philippines

***[shall be submitted with the Bid if bidder is offering goods from within the Philippines]***

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**For Goods Offered from within the Philippines**

Name of Bidder: _____

Project ID No.**NPCP-DSWD12-SFP-2026-04-006**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| **Item** | **Description** | **Country of Origin** | **Quantity** | **Unit price EXW per item** | **Transportation and all other costs incidental to delivery, per item** | **Sales and other taxes payable if Contract is awarded, per item** | **Cost of Incidental Services, if applicable, per item Total Price, per unit (col 5+6+7+ 8** | **Total Price, per unit (col 5+6+7+ 8)** | **Total Price delivered Final Destination (col 9) x (col 4)** |
| | **LOT 6 Polomolok** | | | | | | | | |
| **1** | **Toned Milk, plain (180-200 ml per pack x 300 children x 180 days)** | | 54,000 packs | | | | | | |
| **2** | **Toned Milk, flavored (180-200 ml per pack x 300 children x 180 days) Any flavored available** | | 54,000 packs | | | | | | |
| | **Nutrient Content per pack:**<br>140-180 Calories<br>Total Fat (3-8.5g)<br>Total Carbohydrates (15-30g)<br>Total Protein (5-12g) | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Calcium (220-350mg)<br>Sugar (10-28g)<br><br>**NOTES:**<br>Free delivery to identified 3-5 dropping points or cluster per LGU.<br>Primary Packaging: Food Grade Polyethylene Bags labeled with nutritional facts, production date and expiration date.<br>Secondary Packaging: (in sets per DCC based on the attached schedule and quantity) and shall be done in the supplier's sanitized area prior to the date of delivery.<br><br>The supplier must be National Dairy Authority or Philippine Carabao Center accredited<br><br>The supplier must have Sanitary Permit.<br><br>**DELIVERY:**<br>Delivery is based on the agreed and conformed schedule set by the End-User and Supplier.<br><br>The milk packs will be delivered once a week to the designated areas or pickup points.<br><br>Delivery is within the attached schedule of delivery and timeline (8:00 to 11:00 AM)<br><br>The total contract duration is 180 calendar days/6 months. The NOA and contract shall be awarded in two phases: an initial 120 day, followed by a subsequent 60 day, subject to the availability of funds.<br><br>Milk packs must be properly sealed and delivered in a frozen state using securely sealed and insulated ice boxes to maintain the required temperature. | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | The cold chain must be strictly maintained throughout delivery, distribution, and storage to ensure product safety and quality. Once all milk packs have been distributed to Child Development Workers, the supplier may retrieve the ice boxes.<br><br>The supplier must bring extra milk packs (buffer stock), in case of damaged/lacking milkpacks upon delivery.<br><br>**INSPECTION AND FINAL ACCEPTANCE:**<br><br>Acceptance by the LGU; C/MSWDO/Focal Person/SFP Staff. Inspection by the DSWD Inspection Committee. Final Acceptance by the DSWD Acceptance Committee.<br><br>**PAYMENT TERM:**<br>Thirty (30) working days after submission of billing statement and other supporting documents of completed monthly deliveries. | | | | | | | | |
| **TOTAL BID AMOUNT** | | | | | | | | | |

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

**Appendix "1"**

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF_) S.S.

**AFFIDAVIT**

I, _____, of legal age, _____, FILIPINO, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the _____(Head/ Authorized Representative) of _____.

2. That the incorporators, organizers, officers or members of our organization are the following:

| Name | Position |
|---|---|
| | |
| | |
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3. Upon consultation and communication with the above-named individuals, I confirm and certify that:

   a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group.

   b. *Mark the paragraph below with [✓] if applicable and [✗] if not.*

      *if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]*

      ☐ None of Us has any related business to the Community-based Projects being procured at hand.

      *if any of those identified Organized Community or Social Group officers and members must disclose his/her ownership or interest therein.]*

      ☐ The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

| Name | Name or Nature of Related Business | Extent or Percentage of Ownership or Interest in the Related Business |
|---|---|---|
| | | |
| | | |
| | | |
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*if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups*

☐ Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that or Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform and deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA 9184, its revised IRR and associated issuances.

4. 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.

**(name of community or social group representative)**

[Insert signatory's legal capacity]
Affiant

**[Jurat]**

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