



Project No. 2024-003

Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**INVITATION TO BID FOR THE PROCUREMENT OF MILK FOR SCHOOL BASED FEEDING PROGRAM FOR SY 2023-2024**

1. The **Schools Division Office-Muntinlupa City**, through the **Republic Act No. 11936- Fiscal Year (FY) 2023 General Appropriations Act as the Allotment Order (GAAAO) dated January 3, 2023 with Sub-Allotment Release Order (Sub-ARO) No. NCR-23-0106**, intends to apply the sum of **Four Million Two Hundred Seventeen Thousand Three Hundred Fifty-Four Pesos (PhP4,217,354.00)** being the ABC to payments under the contract for the **Procurement of Milk for School Based Feeding Program SY 2023 – 2024/Project No. 2024-003**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The **Schools Division Office-Muntinlupa City** now invites bids for the above Procurement Project Delivery of the Goods which is required by **May 6, 2024 to May 27, 2024**. Bidders should have completed, within 5 years from the date of the submission and receipt of bids, a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedure using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations which grants similar rights or privileges to Filipino citizens, pursuant to RA No.5183.

4. Prospective bidders may obtain further information from the **Schools Division Office-Muntinlupa City** and inspect the Bidding Documents at the address given below from **8:00 am – 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 21, 2024**, from the **BAC Secretariat at the Student Center for Life Skills (SCLS) Building, Centennial Avenue, Laguerta, Tunasan, Muntinlupa** and the **website of the Procuring Entity** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)**. The Procuring entity shall allow the bidder to present its proof of payment for the fees **in person**.



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

The Schedule and Venue of the procuring activities are as follows:

Activity	Date	Venue
Posting	March 21-28, 2024	PhilGEPS Procuring Entity's Website
Issuance of Bidding Documents	March 21, 2024 – April 12, 2024 (8:00 am to 5:00 pm – Regular Office Hours)	Schools Division Office Muntinlupa City or thru the official email of SDO- Muntinlupa BAC
Pre-Bid Conference	April 1, 2024, Monday, 1:30 pm	Invitation shall be sent by the BAC Secretariat-to the email address of the bidders
Submission and Opening of Bids	April 15, 2024, Monday, 1:30 pm	Schools Division Office Muntinlupa City- (SCLS Bldg. 4th floor Activity Center)

6. The **Schools Division Office-Muntinlupa City** will hold a Pre-Bid Conference<sup>1</sup> on **April 1, 2024, Monday, 1:30 pm.** via **blended modality (face-to-face and online)**, which shall be open to prospective bidders. Prospective Bidders shall obtain the Microsoft Teams ID from the authorized personnel of SDO-Muntinlupa City Bids and Awards Committee Secretariat.
7. Bids (in printed copies) must be duly received by the BAC Secretariat through manual submission to the office address as indicated below, or thru any courier on or before **April 15, 2024, Monday, 1:30 pm.** Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening (face-to-face) shall be on **April 15, 2024, Monday, 1:30 pm** at **Schools Division Office-Muntinlupa City, (SCLS) Bldg. 4<sup>th</sup> floor Activity Center), Centennial Ave., Laguerta, Tunasan, Muntinlupa.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

10. The **Schools Division Office-Muntinlupa City** 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 the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Ms. Phoebe R. Arroyo  
BAC Secretariat-Chair  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 8829-2308 loc. 120  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)

Ms. Lourdes V. Rodilla  
BAC Secretariat-Member  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 8829-2308 loc. 129  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)

Mr. Joseph D. Nilo  
BAC Secretariat-Member  
SDO Muntinlupa City  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City  
(02) 8829-2308 loc. 120  
[sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com)

12. You may visit the website: <http://deped-muntinlupa.com> for the downloading of the Bidding Documents.

  
**VIOLETA M. GONZALES CESO VI**  
BAC Chair

March 21, 2024



**PURCHASE REQUEST**  
 Department of Education  
 National Capital Region  
 DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA**

Fund Cluster: **01-101101-Regular Agency Fund**

		PR No.: <b>PR-PB-2024-03-0001</b>	Date: <b>11/03/2024</b>		
		Responsibility Center Code: <b>70010813008</b>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Bottle/gabletop	Pasteurized Fresh Milk, 1 Liter	41,296	₱ 95.00	₱ 3,923,120.00
		1 liter/week (per beneficiary) for 8 weeks			
		<b>Technical Specifications:</b>			
		<b>Type of Food:</b> Pasteurized Milk			
		<b>Serving Size:</b> 1000 ml			
		<b>Flavor:</b> Plain Milk			
		<b>Quality:</b> 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.			
		<b>Packaging:</b>			
		- Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE) and Polyethylene Terephthalate (PET) bottles.			
		- Should indicate the Batch and Lot numbers			
		- The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.			
		If possible, there must be an imprinted sign per pack which indicates "NOT FOR SALE".			
		<b>Expiration:</b>			
		The expiration date should be a week (7 days) from the date of delivery.			
		<b>Nutritional Content:</b>			
		<b>Particulars</b>	<b>Minimum Amount Per</b>		
		Energy	600 - 900 kcal		
		Protein	35 -50 g		
		Fat	15 - 35 g		
		Carbohydrates	60 - 150 g		
		Calcium	1,100 - 2400 mg		
		*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.			
		*Provide samples for sensory evaluation and acceptability test.			
		<b>Delivery Schedule:</b>			
		Every Monday, 7:00 am			
		<b>Drop off Points:</b>			
		District 1: 2 Schools (Muntinlupa ES & Putatan ES)			
		District 2: 2 Schools (Alabang ES & Sucat ES)			
		<b>Delivery Dates:</b>			
		May 6, 2024 : Double Feeding for May 6- 10, 2024	10 Days		
		May 13, 2024: Double Feeding for May 13 - 17, 2024	10 Days		
		May 20, 2024: Double Feeding for May 20 - 24, 2024	10 Days		
		May 27, 2024 : Double Feeding for May 27 -31, 2024	13 Days		
		plus 1 pouch / beneficiary /day for May 29 - 31, 2024			
			<b>43 Feeding Days</b>		

Purpose: Procurement of Milk for School Based Feeding Program SY 2023 - 2024

Source of Fund: *SubARO - NCR-23-0106*

*For Public Bidding*

Requested by:	Approved by:
Signature :	Signature :
Printed Name : <b>MA. TERESA S. INDAP RN</b>	<b>VIOLETA M. GONZALES CSO VI</b>
Designation : Nurse II/Division SBFP Focal Person	Asst. Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent



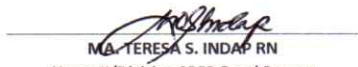
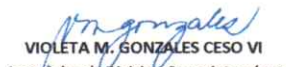
**PURCHASE REQUEST**  
 Department of Education  
 National Capital Region  
 DepEd - Muntinlupa City

Entity Name: **SDO - CITY OF MUNTINLUPA** Fund Cluster: **01-101101-Regular Agency Fund**

		PR No.: <b>PR-PB-2024-03-0001</b>	Date: <b>11/03/2024</b>		
		Responsibility Center Code: <b>70010813008</b>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pouch	Pasteurized Fresh Milk, 200 ml	15,486	₱ 19.00	₱ 294,234.00
		1 pouch of 200 ml/day (per beneficiary) for 3 days			
		<b>Technical Specifications:</b>			
		<b>Type of Food:</b> Pasteurized Milk			
		<b>Serving Size:</b> 200 ml			
		<b>Flavor:</b> Plain Milk			
		<b>Quality:</b> 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.			
		<b>Packaging:</b>			
		· Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE) and Polyethylene Terephthalate (PET) bottles.			
		· Should indicate the Batch and Lot numbers			
		· The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.			
		If possible, there must be an imprinted sign per pack which indicates "NOT FOR SALE".			
		<b>Expiration:</b>			
		The expiration date should be a week (7 days) from the date of delivery.			
		<b>Nutritional Content:</b>			
		<b>Particulars</b>	<b>Minimum Amount Per</b>		
		Energy	120-180 kcal		
		Protein	7-10 g		
		Fat	3-7 g		
		Carbohydrates	12-30 g		
		Calcium	220-480 mg		
		*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.			
		*Provide samples for sensory evaluation and acceptability test.			
		<b>Delivery Schedule:</b>			
		Every Monday, 7:00 am			
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		plus 1 pouch / beneficiary /day for May 29 - 31, 2024			
			<b>43 Feeding Days</b>		
		<b>Bidder Qualification:</b>			
		Farmer Organization with National Dairy Authority Certification			
<b>GRAND TOTAL</b>					<b>₱ 4,217,354.00</b>

Purpose: Procurement of Milk for School Based Feeding Program SY 2023 - 2024  
 Source of Fund: *SubARO - NCR-23-0106*

For Public Bidding

Requested by:	Approved by:
Signature : 	Signature : 
Printed Name : <b>MA. TERESA S. INDAP RN</b>	<b>VIOLETA M. GONZALES CESO VI</b>
Designation : <b>Nurse II/Division SBFP Focal Person</b>	<b>Asst. Schools Division Superintendent</b>
	<b>Officer-in-Charge</b>
	<b>Office of the Schools Division Superintendent</b>