



Project No. 2025 - 004

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 SY 2025-2026

1. The **Schools Division Office - Muntinlupa City**, through the **FY 2025 GAA/Republic Act No. 12116 (Current Appropriations) dated February 12, 2025 with Sub-Allotment Release Order (Sub-ARO) No. NCR-25-02-055**, intends to apply the sum of **Three Million One Hundred Sixty Nine Thousand Two Hundred Fifteen Pesos (P 3,169,215.00)** being the ABC to payments under the contract for the **Procurement of Milk for School Based Feeding Program SY 2025-2026/Project No. 2025 - 004**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

| LOT NO. | DESCRIPTION | AMOUNT |
|--------------|-------------------------------------------------------------------|-----------------------|
| Lot 1 | Procurement of Milk for School Based Feeding Program SY 2025-2026 | P 3,169,215.00 |
| TOTAL | | P 3,169,215.00 |

2. The **Schools Division Office - Muntinlupa City** now invites bids for the above Procurement Project, Delivery of the Goods which is required between **September to December 2025**. 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 **July 31, 2025**, 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 (₱ 5,000.00)**. The Procuring entity shall allow the bidder to present its proof of payment for the fees in person.

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

| Activity | Date | Venue |
|--------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Posting | July 31 – August 07, 2024 | PhilGEPS Procuring Entity's Website |
| Issuance of Bidding Documents | July 31 – August 19, 2025 (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 | August 08, 2025, Friday, 10:00 am | Invitation shall be sent by the BAC Secretariat to the email address of the bidders |
| Submission and Opening of Bids | August 20, 2025, Wednesday, 10:00 am | Schools Division Office Muntinlupa City (SCLS Bldg. 4th floor Activity Center) |

6. The **Schools Division Office - Muntinlupa City** will hold a Pre-Bid Conference¹ on **August 08, 2025, Friday, 10:00 am** via **Hybrid Modality (Simultaneous In-Person 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 **August 20, 2025, Wednesday, 10:00 am**. 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 (**Hybrid Modality (Simultaneous In-Person and Online)**) shall be on **August 20, 2025, Wednesday, 10:00 am** at **Schools Division Office - Muntinlupa City, (SCLS Bldg., 4th 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.

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.

¹ 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.

11. For further information, please refer to:

Ms. Lourdes V. Rodilla
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/61/62 loc. 129
sdomuntinlupabacsec@gmail.com

Mr. Joseph D. Nilo
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/61/62 loc. 120
sdomuntinlupabacsec@gmail.com

Ms. Joiche I. Luna
BAC Secretariat - Member
SDO Muntinlupa City
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City
(02) 8423-7560/61/62 loc. 113
sdomuntinlupabacsec@gmail.com

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


LILIA A. RICERO EdD
BAC Chairperson

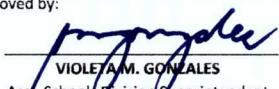
July 30, 2025



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

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

Fund Cluster: **Regular Agency Fund**

| | | PR No.: PR-PB-2025-07-0001 | Date: 7/9/2025 | | |
|-------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------|
| | | Responsibility Center Code: 70010813008 | | | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| | mL | Pasteurized Fresh Milk, 200 ml | 150,915 | ₱ 21.00 | ₱ 3,169,215.00 |
| | | 1 unit of 200 ml/day (per beneficiary) for 15 days | | | |
| | | SBFP Beneficiaries: 10,061 learners -Kinder to Grade 3 only | | | |
| | | Technical Specifications: | | | |
| | | Type of Food: Pasteurized Milk | | | |
| | | Serving Size: 200 ml | | | |
| | | Flavor: Plain Flavor | | | |
| | | Quality: 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. | | | |
| | | Packaging: | | | |
| | | · Individually packed in food-grade polyethylene pouches/High-Density Polyethylene (HDPE) | | | |
| | | · Polyethylene Terephthalate (PET) bottles/Gable Top | | | |
| | | · Should indicate the Batch and Lot numbers | | | |
| | | · The packaging must clearly and readably indicate | | | |
| | | · The Manufacturing Date and the Expiration Date. | | | |
| | | · There must be an imprinted sign per pack which indicates "NOT FOR SALE". | | | |
| | | Expiration: | | | |
| | | The expiration date should be a week (7 days) from the date of delivery. | | | |
| | | Nutritional Content: | | | |
| | | Particulars | | Minimum Amount Per | |
| | | Energy | | Greater than or equal to | |
| | | Protein | | Not less than 4g | |
| | | Total Fat | | Less than or equal to 7g | |
| | | Saturated Fat | | Less than or equal to 4g | |
| | | Total Carbohydrates | | Not less than 15g and not greater than 27g | |
| | | Sugar | | Not less than 15 g and not greater than 27 g | |
| | | Calcium | | Calcium Not less than 220 mg and not greater than 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. | | | |
| | | Delivery Schedule: | | | |
| | | Every Monday, 6:00 am to 8 am | | | |
| | | Drop off Points: | | | |
| | | District 1: 2 Schools (Muntinlupa ES & Putatan ES) | | | |
| | | District 2: 2 Schools (Alabang ES & Sucat ES) | | | |
| | | Delivery Dates: Between September to December, 2025 | 15 Feeding Days | | |
| | | Bidder Qualification: | | | |
| | | Farmer Organization with National Dairy Authority Certification | | | |
| GRAND TOTAL | | | | | ₱ 3,169,215.00 |
| Purpose: Procurement of Milk for School Based Feeding Program SY 2025- 2026 | | | | | |
| Source of Fund: Sub-ARO No. NCR-25-02-055 | | | | | |
| <i>For Public Bidding</i> | | | | | |
| Requested by: | | | Approved by: | | |
| Signature :  | | | Signature :  | | |
| Printed Name : MA TERESA S. INDARAN | | | Printed Name : VIOLETA M. GONZALES | | |
| Designation : Nurse II/Division SBFP Focal Person | | | Designation : Ass. Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent | | |

2025-0731