

TERMS OF REFERENCE AND CONDITIONS

ANNEX A

Project/Title	PROCUREMENT OF PASTEURIZED MILK FOR THE IMPLEMENTATION OF SBFP FOR SCHOOL YEAR 2025-2026
Approved Budget for the	Php 1,771,875.00
Fund Source	FY 2025 GAA (SARO No. ROI-25-0083)
Delivery Period	15 days feeding implementation (August 27, 2025 - September 12, 2025)
Payment	Upon completion of every 15 days delivery

Item No.	Unit		Quantity	ABC (per unit)	Total Approved Budget for the
1	Packs	PASTEURIZED CARABAO'S MILK	84,375 packs	P 21.00	Php 1,771,875.00
		<i>MILK SPECIFICATIONS</i>	Pasteurized Milk made from fresh carabao's milk using PCC standard formulations; sourced from local dairy cooperatives/farmers		
		<i>SHELF LIFE</i>	Pasteurized Milk product should have at least 5-7 days shelf life from the date of manufacturing.		
		<i>PACKAGING</i>	PM: 200 ml Pasteurized Milk packed in food-grade polyethylene pouches or High Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles, or gable top. 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 a laser printed sign per pack or through the use of thermal or waterproof sticker that indicates "DepEd SBFP- NOT FOR SALE".		
		<i>FOOD INGREDIENTS</i>	Fully disclosed quality of raw materials, with traceability report of quality tests and Certificate of Compliance (ingredients and water)		
		<i>GUARANTEED ANALYSIS</i>	For PM, Certificate of Analysis (COA) for three (3) pasteurized milk samples in compliance to standards of at least 2% fat, 9.5% SNF and FDA microbiological quality Must pass the Sensory Evaluation, Physio-Chemical Analysis and Microbial Analysis following FDA standards.		

		<p>Certificate of Compliance (ingredients and water) based on Guaranteed Certificate of Analysis of milk ingredients provided by the supplier, to be submitted 2 weeks to 1 month prior the 1st delivery of milk. Water analysis should be submitted every month.</p>		
	<p><i>RELEVANT CHARACTERISTICS</i></p>	<p>Payment terms: For billing of payment until the all supplies are delivered</p> <p><i>Presence in the market;</i> with at least 6-12 months of experience in implementing milk feeding program utilizing locally produced carabao's milk</p> <p><i>Facilities:</i> with owned dairy processing facility, and necessary equipment or approved toll processing agreement</p>		
	<p><i>SUPPLIER</i></p>	<p>Cooperatives under toll agreements must submit a notarized supply agreement with a carabao-based organization or individual dairy farmers that produces sufficient volume of milk for the contract.</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><i>DELIVERY OF MILK</i></p>	<p>Milk shall be delivered to the 4 drop-off points in the Schools Division Office of San Carlos City.</p>		

Schedule of delivery shall be based on the schedule given and most preferred or as agreed upon by the supplier and receiving entities (changes may occur based on the capacity of supplier and length of procurement process)

Pasteurized 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)

In the event that upon random milk sampling/testing of the milk produced and being supplied does not comply with the given quality standard, the policy for quality assurance guidelines for pasteurized (Annex A)and/or sterilized milk should be applied (Annex B).

Milk suppliers must provide an accountability receipt signed by Ded Ed authorized representatives.

**INSPECTION AND
ACCEPTANCE OF
MILK**

Milk must be inspected and verified as to quantity and specifications, accepted and received by authorized DepEd representatives.

In case of leakage or spillage, the supplier must replace the milk on the next day of delivery or as agreed upon between Ded Ed Focal and Supplier. The supplier must also bring replacement/buffer stocks of milk in case of rejects upon inspection.

Reported spoiled pasteurized milk or that with physical contaminants upon delivery should be properly documented and replaced immediately according to PCC guidelines.

In case of SMP, reported spoilage should be properly documented and replaced immediately according to PCC guidelines.

		<p>Tampering of production and expiration date is prohibited and subject for punishment, policy guidelines will apply.</p> <p>PAYMENT OF MILK Payment of milk to supplier shall be progressive.</p> <p>For billing of payment after the 15th day of 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>Suppliers must provide the following documentary requirements (properly filled up and signed over printed name)</p> <ol style="list-style-type: none"> 1. Delivery receipt (DR) duly received by Ded Ed authorized representative 2. Inspection and acceptance report (IAR) duly signed/ accepted by Ded Ed authorized representative 3. Statement of account or Billing statement issued by the supplier 4. Copy of monthly certificate of analysis compliant to the milk quality standard. 		
--	--	---	--	--

DROP-OFF POINTS:

1. *Abanon Central School*
2. *Talang Central School*
3. *Central I Elementary School*
4. *Central II Elementary School*