



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region XI  
 CITY SCHOOLS DIVISION OF DIGOS CITY  
 Digos City



**REQUEST FOR QUOTATION**

20-11-081

RFQ No.

November 6, 2020

Date

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

  
 BASILIO P. MANAY, JR., EdD  
 BAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF P.O.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)

**NOTE:** For CY 2020, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

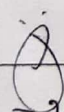
6. Approved Budget: Php 220,000.00

**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)**

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	<b>LEASE OF REAL PROPERTY AND VENUE:</b>	Head	110		
	MEALS, SNACKS, VENUE AND ROOM ACCOMMODATION FOR THE:				
	"YEAR-END PERFORMANCE REVIEW, TRAINING ON COMPLETE				
	STAFF WORK (CSW), AND PLANNING FOR 2021 TARGETS"				
	<b>SPECIFICATIONS:</b>				
	<b>Venue:</b> Within Davao City; Mountain Resort; Nature-themed;				
	Natural fresh air conducive to Team Building; Secluded –				
	outsiders and other guests do not have access to the area				
	<b>Accommodation:</b> Deluxe Rooms – Open-air; Triple				
	occupancy with standard distancing required; Individual beds				
	and with the following amenities: Television, Toilet & Bath w/				
	Hot & Cold Shower				
	<b>Function Hall:</b> Open-air; Separate Room Per Batch; Strong				
	Internet Connection				
	<b>Meals Per Batch:</b> Buffet for Lunch & Dinner;				
	Plated Breakfast & Snacks				
	Day 1: Dinner and PM Snacks				
	Day 2: Breakfast, AM Snacks and Lunch				
	1st Batch (Nov. 16–17): SGOD-24 Persons(Male: 9; Female:15)				
	2nd Batch (Nov. 17–18): CID-26 Persons (Male: 9; Female: 17)				
	3rd Batch (Nov. 18–19): ADMIN-23 Persons (Male: 10; Female:13)				
	4th Batch (Nov. 19–20): FINANCE-24 Persons (Male: 6; Female:18)				
	5th Batch (Nov. 20–21): SECTION HEADS-13 Persons (Male: 4; Female:9)				
	<b>MENU:</b>				
	<b>Day 1: Breakfast:</b> Beef Omelet; Paksiw na Tuna; Scrambled				
	Eggs w/ Mushroom; Plain Rice; Coffee or Tea and Watermelon				
	<b>Snacks:</b> Cheese Roll and Soda				
	<b>Lunch:</b> Garden Salad; Oriental Soup; Fish with Lemon Butter;				
	Braised Beef with Mushrooms; Guisadong Togue; Steamed Rice and				
	Chocolate Marble Cake				
	<b>Snacks:</b> Biko Special and Soda				

	<b>Dinner:</b> Garden Salad; Fish Tinola; Fish with Creamy Cheese Sauce; Chicken BBQ; Filipino Spaghetti; Steamed Rice and Fresh Fruits Slices			
	<b>Day 2: Breakfast:</b> Hotdog; Spanish Sardines; Sunny Side Up, Plain Rice, Coffee or Tea and Papaya Slices			
	<b>Snacks:</b> Banana Turon and Soda			
	<b>Lunch:</b> Garden Salad; Oriental Soup; Fish with Lemon Butter; Braised Beef with Mushrooms; Guisadong Togue; Steamed Rice, Drinks and Chocolate Marble Cake			
	<b>Snacks:</b> Palitaw and Soda			
	<b>Dinner:</b> Garden Salad; Quial Egg Soup; Lemon Grass Chicken; Fish with Basil Pesto Sauce; Guisadong Baguio Beans; Steamed Rice, Drinks and Fresh Fruits			
	<b>Day 3: Breakfast:</b> Corned beef Guisado; Fish Ala Pobre; Scrambled Eggs; Plain Rice, Coffee or Tea and Watermelon Slices			
	<b>Snacks:</b> Tuna Melt and Soda			
	<b>Lunch:</b> Garden Salad; Three Mushroom Soup, Tuna Salpicado, Thai Beef Stew, Mojos, Steamed Rice; Drinks and Sweet Potato Ala Maja			
	<b>Snacks:</b> Suman Hubad and Soda			
	<b>Dinner:</b> Garden Salad; Nilagang Baka: Sweet and Sour Fish; Sticky Soy Chicken; Pasta w/ Tomato Alfredo Sauce; Steamed Rice; Drinks and Fresh Fruits Slices			
	<b>Day 4: Breakfast:</b> Hotdog; Spanish Sardines; Scrambled Eggs with Tomatoes, Plain Rice, Coffee or Tea and Papaya Slices			
	<b>Snacks:</b> Pimiento Bread and Soda			
	<b>Lunch:</b> Garden Salad; Cream of Mushroom Soup; Breaded Fish; Beef Kare-kare; Stroganoff Beef Balls Pasta; Steamed Rice; Drinks and Fresh Fruits Slices			
	<b>Snacks:</b> Mamon and Soda			
	<b>Dinner:</b> Garden Salad; Tinolang Isda; Fish with Cream of Mushroom Sauce; Grilled Chicken w/ BBQ Sauce. Potato & Cheese Rolls, Plain Rice; Drinks and Fruit Gelatin			
	<b>Day 5: Breakfast:</b> Garden Salad; Beef Tapa; Fish Escabeche; Sunny Side Up, Plain Rice, Coffee or Tea and Fresh Fruits Slices			
	<b>Snacks:</b> Banana Turon and Soda			
	<b>Lunch:</b> Garden Salad; Roasted Garlic & Potato Soup Fish with Caramelized Onion; Beef Stufado Pasta Arabiata, Steamed Rice, Drinks and Fresh Fruits			
	<b>Snacks:</b> Ube Bread and Soda			
	<b>Dinner:</b> Garden Salad; Macaroni Soup with Veggies; Fish with herb; Greaseless Chicken; Seafood Chopsuey; Plain Rice; Drinks and Fruit Jello			
	<b>INCLUSIONS:</b>			
	Use of Function Room with foot bath & alcohol;			
	Function Hall will be sanitized before and after usage; Separate/alternate use of function hall per batch;			
	Use of Whiteboard with markers;			
	Use of projector screen (engager will bring LCD Projector); Secretariat Table; - Rostrum, Philippine Flag, Telephone;			
	Basic Sound System; Microphones with or without stand; - Water with hot & cold dispenser;			
	Complimentary coffee/tea during sessions; and			
	Strong Internet Connection			
	<b>SUBJECT TO WITHHOLDING TAX</b>			

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by: \_\_\_\_\_  
  
 11-6-2020  
 Date

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Telephone/Cellphone Number  
 \_\_\_\_\_  
 Printed Name/Signature of Authorized Representative  
 Date: \_\_\_\_\_