



REQUEST FOR QUOTATION

Company Name _____
 Address _____
 Contact No. _____
 TIN No. _____

RFQ No. **23-11-129A**
 Date: **December 13, 2023**
 Date and Time of Opening: **December 20, 2023, 9:30 AM**

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.

BEVERLY S. DAUGDAUG, EdD
 BAC CHAIRMAN

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **JANUARY 10-13, 2024**.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
6. 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)
- e) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: For CY 2023, bidders shall submit these documents to DepEd Digos City Division only ONCE.

7. Approved Budget: **P 592,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Lease of Real Property and Venue, Board and Lodging, Meals and Snacks for the Division and School Development of Contingency Plan on JANUARY JANUARY 10-13, 2024				
	Day 1	head	74		
	Breakfast: Steamed rice, sunny side-up egg, crispy fried chicken, coffee and hot choco				
	AM Snacks: Ham and egg sandwich with cucumber and tomatoes, canned juice				
	Lunch: Steamed rice, buttered chicken, beef steak pinoy, sotanghon guisado, canned juice, and fresh fruits				
	PM Snacks: Banana turon with jackfruit, canned juice				
	Dinner: Steamed rice, beef lengua with mushroom sauce, sweet and sour fish, pinakbet, canned juice, and fresh fruits				
	Day 2	head	74		
	Breakfast: Steamed rice, beef tapa, scrambled egg, coffee or chocolate milk				
	AM Snacks: Ube pie and canned juice				
	Lunch: Plain rice, birds' nest soup, grilled tuna, chicken adobo, fresh fruit medley, fruit juice				
	PM Snacks: Creamy carbonara with toasted garlic bread, canned juice				
	Dinner: Steamed rice, chicken curry, grilled tuna belly with soy sauce, fried lumpia ubod, canned juice, fresh fruits				
	Day 3	head	74		
	Breakfast: Steamed rice, fried boneless marinated bangus, scrambled egg, coffee or chocolate milk				
	AM Snacks: Chicken palabok with toasted garlic bread and iced tea				
	Lunch: Steamed rice, beef lengua estofada, tinolang manok, fried lumpia ubod, canned juice and buko salad				
	PM Snacks: Fresh lumpia stuffed with chicken and ubod, and iced tea				
	Dinner: Steamed rice, beef mechado, buttered chicken, pancit canton, canned juice, and fresh fruits				
	Day 4	head	74		
	Breakfast: Steamed rice, crispy dried dangit, chicken adobo, coffee or chocolate milk				
	AM Snacks: Chicken spaghetti and canned juice				
	Lunch: Steamed rice, birds' nest soup, grilled tuna, beef mechado, chicken adobo, fresh fruit medley, fruit juice				
	PM Snacks: Beef burger, french fries, fruit juice				
	<i>Note: Always have coffee and milo during the sessions</i>				
	<i>Inclusive of: Accomodation, working tables and chairs good for 74 pax, 6x8 ft. tarpaulin for backdrop, 2 wireless microphones, podium, LCD projector and projection screen, WiFi/Internet access, 2 long tables with table cloths (1 for the registration 1 for the working committee), flowing coffee and chocolate milk, AM and PM finger chips and peanut</i>				
	SUBJECT TO WITHHOLDING TAX				

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

Canvassed by:

[Signature]
 Date: 12-14-23

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative
 Date: _____