



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the **"PROCUREMENT and DELIVERY of Packed Meals for Project No. 24-05-050: Procurement of Meals for the Orientation of Learning Camp Volunteers on the Implementation of the National Learning Camp (NLC) on May 24, 2024"** for CY 2024 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Sixty-Nine Thousand Eight Hundred Ninety Pesos Only (P169,890.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than May 22, 2024, 9:30 AM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2024 Business/Mayor's Permit and PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at bac.digocity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson

For and in the absence of the BAC Chairperson


CLARENCE S. PILLERIN
BAC Vice-Chairperson

Name of Company	:	_____	Date: May 14, 2024
Address	:	_____	
Name of Store/Shop	:	_____	
Address	:	_____	
TIN	:	_____	
PhilGEPS Registration Number	:	_____	
RFQ Number	:	_____	

INSTRUCTIONS:
<p>(1) Accomplish this RFQ correctly and accurately.</p> <p>(2) Do not alter the contents of this form in any way.</p> <p>(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.</p> <p>(4) Failure to follow these instructions will disqualify your entire quotation.</p>

Sir/Madam:
 After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION
Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1		<i>Procurement and Delivery of:</i>			
		Packed Meals for the Orientation of Learning Camp Volunteers on the Implementation of the National Learning Camp (NLC) on May 24, 2024			
	head	Lunch: Rice, fish fillet with sauce, beef steak, garlic chicken, brownies, sliced ripe fresh pineapple, juice in can and 500 mL bottled water	809		
		<i>Packed food to be delivered to the following schools per district on or before 11:00 AM:</i>			
		140 - Digos Occidental - Digos City Central Elem. School, Zone I, Digos City			
		185 - Digos Oriental - Don Mariano Marcos Elem. School, Zone III, Digos City			
		124 - Digos South - Iqpit Elem. School, Iqpit, Digos City			
		76 - Mt. Apo - G. Reusora Central Elem. School, Kiaqot, Digos City			
		284 - Secondary Schools - Digos City NHS, Rizal Avenue, Digos City			
		<i>With free chichiria and peanut</i>			
		<i>With free 5 pieces tarpaulin with dimensions 8ft by 6ft and layout to be provided by SDO Digos City which will be delivered before 12:00 NN of May 23, 2024 to the 5 venues specified above</i>			

**The above quoted prices are inclusive of all costs and applicable taxes*

Financial Offer	
Approved Budget for the Contract	
One Hundred Sixty Nine Thousand Eight Hundred Ninety Pesos Only P169,890.00	In words: _____ _____ _____ In figures: _____

Payment Details:	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	_____
Account Number	_____
Account Name	_____
Branch	_____

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

SCHEDULE OF REQUIREMENTS	Delivery Schedule
Delivery of goods/supplies (enumerated under Technical Specifications)	May 24, 2024, on or before 11:00 AM

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**

Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es