



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 Lease of Real Property and Venue, and Meals and Snacks for Project No. 24-07-074: Lease of Real Property and Venue, Meals and Snacks for the Conduct of Mastering Excellence: Empowering School Leaders in the Art of Continuous Improvement**" 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 Eleven Thousand Six Hundred Pesos Only (P111,600.00)**.

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 July 15, 2024, 10:30 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.digoscity@deped.gov.ph](mailto:bac.digoscity@deped.gov.ph).

  
**MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.**  
*BAC Chairperson*



Date: **July 8, 2024**

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Store/Shop : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_  
 RFQ Number : **24-07-074**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.
- (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

**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)
<b>Lot 1</b>		<b><i>Lease of Real Property and Venue, Meals and Snacks for the:</i></b>			
		<b><i>Conduct of Mastering Excellence: Empowering School Leaders in Art of Continuous Improvement on August 13-15, 2024</i></b>			
	<b>head</b>	<b>Day 1 - August 13, 2024</b>	<b>62</b>		
		<b>AM Snacks:</b> Bihon with iced tea			
		<b>Lunch:</b> Rice, tinolang manok, grilled fish, fried lumpia ubod, fresh fruits, and fresh fruit juice			
		<b>PM Snacks:</b> Bibingka and buko juice			
	<b>head</b>	<b>Day 2 - August 14, 2024</b>	<b>62</b>		
		<b>AM Snacks:</b> Banana cake with juice			
		<b>Lunch:</b> Rice, egg soup, beef steak, crispy fried chicken, fresh fruit juice, and macaroni salad			
		<b>PM Snacks:</b> Filipino-style spaghetti with toasted bread and juice			
	<b>head</b>	<b>Day 3 - August 15, 2024</b>	<b>62</b>		
		<b>AM Snacks:</b> Putomaya and hot choco			
		<b>Lunch:</b> Rice, tinolang isda (mayamaya or tuna), garlic chicken, buko pandan, and fresh fruit juice			
		<b>PM Snacks:</b> Bam-I and juice			
		<b><i>Inclusive of working tables and chairs good for 62 pax, 6x8 ft. tarpaulin for backdrop, 2 wireless microphones, podium, LCD projector and projector screen, WiFi/internet access, 2 long tables with table cloths (1 for the registration; 1 for the working committee), hot and cold water in a dispenser; flowing coffee and choco</i></b>			

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

**Financial Offer**

<b>Approved Budget for the Contract</b>	In words: _____
<b>One Hundred Eleven Thousand Six Hundred Pesos Only</b>	_____
<b>P111,600.00</b>	_____
	In figures: _____



<b>Payment Details:</b>	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.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

<b>SCHEDULE OF REQUIREMENTS</b>	
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.	
<b>SCHEDULE OF REQUIREMENTS</b>	<b>Delivery Schedule</b>
<b>Delivery of goods/supplies (enumerated under Technical Specifications)</b>	<b>August 13-15, 2024</b>

<b>TERMS AND CONDITIONS:</b>	
<p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.</p> <p>3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.</p> <p>4. Quotations exceeding the Approved Budget for the Contract shall be rejected.</p> <p>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.</p> <p>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.</p> <p>7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.</p> <p>8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>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.</p> <p><b>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.</b></p>	

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone/Fax/Mobile no.

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Email address/es

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