



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 Catering Services with Venue for Project No. 24-10-113A: Procurement of Catering Services with Venue for the 2024 Year-End Partners Convergence and Recognition**" 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 **Ninety-Six Thousand Pesos Only (P96,000.00)**.

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 October 22, 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.digocity@deped.gov.ph.


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

Date: **October 17, 2024**

Name of Company : _____
 Address : _____
 Contact Number : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-10-113A**

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) |
|-------|------|---|----------------|---------------------------|----------------------------|
| Lot 1 | | Procurement of Services and Delivery of: | | | |
| | head | Catering Services with Venue for the 2024 Year-End Partners Convergence and Recognition on December 10, 2024 | 160 | | |
| | | Lunch: (To be served at 10:30 AM) | | | |
| | | Birds' nest soup, orange chicken, beef kare-kare, chicken chopsuey, plain rice, fresh fruits, bottled water, and canned fruit juice | | | |
| | | AM Snacks: Clubhouse sandwich, fruit juice, and bottled water | | | |
| | | PM Snacks: Tuna sandwich, fruit juice, and bottled water | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

Financial Offer

| | |
|--|-------------------|
| Approved Budget for the Contract | In words: _____ |
| Ninety Six Thousand Pesos Only P96,000.00 | 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) | December 10, 2024 |

| TERMS AND CONDITIONS: |
|--|
| <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>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.</p> |

Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es

Canvassed by: 

Signature over printed name
10/18/24

Date