

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 "<u>PROCUREMENT AND DELIVERY of Catering Services with Venue for Project No. 24-11-130: Procurement of Catering Services with Venue for the Skills Enhancement Training for Adolescent Job Aid 2.0 (AJA)" 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 Twenty-Eight Thousand Four Hundred Pesos Only (P128,400.00).**</u>

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 November 19, 2024, 1:30 PM** 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 <u>through facsimile or email at the address and contact numbers indicated below.</u>

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.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson
For and in the absence of the Chairperson:

CLARENCE S PILLERIN

BAC Vice-Chairperson

	Date: November 14, 2024
:	
:	
: 24-11-130	
	24-11-130

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 and Delivery of:			
		Catering Services with Venue for the Skills Enhancement Training			
-		for Adolescent Job Aid 2.0 (AJA) on December 13-14, 2024			
		Tot Adolescent Job Aid 2.0 (AJA) on December 15-14, 2024			
	head	Day 1 - December 13, 2024	107		
		AM Snacks: Chicken empanada, fresh fruit juice (mango), and camote fries			
		Lunch: Rice, buttered chicken, sweet and sour fish, pork menudo, egg soup,			
		fruit salad, and fresh fruit juice (calamansi)			
		PM Snacks: Buko pie and fresh fruit juice (orange)			
-	head	Day 2 December 14 2024	107		
	nead	Day 2 - December 14, 2024	107		
		AM Snacks: Maja blanca, fresh fruit juice (watermelon), and banana chips			
		Lunch: Rice, garlic chicken, crispy garlic bangus, beef steak, cream of pumpkin			
		soup, macaroni salad, and fresh fruit juice			
		PM Snacks: Club house sandwich, fresh fruit juice (orange), and fresh fries			
		Note: Inclusive of overflowing coffee, tarpaulin for backdrop, sound			
		system with three (3) wireless microphones, pica-pica/finger food,			
		WiFi, LCD projector with screen, whiteboard, and markers			
				2	
		1			

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

Financial Offer				
Approved Budget for the Contract				
One Hundred Twenty Eight Thousand Four Hundred Pesos Only P128,400.00	In words: In figures:			

Payment Details: Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDA Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations 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 REO	LITREMENTS	
The delivery	schedule e		tes hereafter the delivery date to the project site.	
SCHEDULE OF REQUIREME	NTS		Delivery Schedule	
Delivery of goods/supplies (enumounder Technical Specifications)	erated	December 13-14, 2024		
		TERMS AND CON	DITIONS:	
 Bidders shall provide correct and acc 	curate infon	mation required in this form.		
2 Prime and the second for a list for a		into (CO) color do a do so from the o	late of submission of sustation	
Price quotation/s must be valid for a	period of s	sixty (60) calendar days from the d	hate of submission of quotation.	
3. Price quotation/s, to be denominated	in Philippi	ne peso shall include all taxes, du	ties and/or levies payable.	
4. Quotations exceeding the Approved	Budget for	the Contract shall be rejected.		
5. Award of contract shall be made to t services) which complies with the minir			n (for goods and infrastructure) or, the highest rated and conditions stated herein.	d offer (for consulting
6. Any interlineations, erasures or over	writing sha	ll be valid only if they are signed o	or initialed by you or any of your duly authorized repr	resentative/s.
7. The item/s shall be delivered accord	ing to the r	equirements specified in the Tech	nical Specifications.	
8. The DepED shall have the right to in	spect and/	or to test the goods to confirm the	ir conformity to the technical specifications.	
			ated Quotation/Lowest Calculated and Responsive Quagle winning provider in accordance with GPPB Circu	
10. Payment shall be processed af government accounting rules and contractor's account.	ter delive regulation	ry and upon the submission of is. Please note that the corre	the required supporting documents, in accord sponding bank transfer fee, if any, shall be cha	lance with existing rgeable to the
Signature over printed name			Office Telephone/Fax/Mobile no.	
Position/Designation			Email address/oc	
Position/Designation			Email address/es	