

## 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. 24-11-131A: Procurement of Catering Services with Venue and Equipment for the DCP Adoption: Capacity Building for Teachers of DCP Recipient Schools" 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-Five Thousand Four Hundred Pesos Only (P95,400.00).

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 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</u> or <u>email at</u> 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 <a href="mailto:bac.digoscity@deped.gov.ph">bac.digoscity@deped.gov.ph</a>.

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
Name of Company	:	
Address	:	
Contact Number	:	
Name of Store/Shop	;	
Address	:	
TIN	:	
PhilGEPS Registration Number	:	
RFQ Number	: 24-11-131A	
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#### **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:	7	arrondored	arrondor of
		Catering Services with Venue for the DCP Adoption: Capacity			
		Building for Teachers of DCP Recipient School on December 14-16, 20	24		
	head	Day 1 - December 14, 2024	53		
		AM Snacks: Chocolate hot drink, puto and/or suman			THE STATE OF THE S
		Lunch: Steamed rice, garlic chicken fried or grilled tuna, vegetable stew,			
		fresh fruits and juice			
		PM Snacks: Juice, bread, and bihon guisado			
	head	Day 2 - December 15, 2024	53		
		AM Snacks: Juice and spaghetti			
		Lunch: Steamed rice, beef steak, grilled tuna, vegetable stew, fresh fruits			
		and juice			
		PM Snacks: Juice, bread, and bihon guisado			
	head	Day 3 - December 16, 2024	53		
		AM Snacks: Juice and sandwich			
		Lunch: Steamed rice, garlic chicken fried or grilled tuna, mongo with vegetable			
		stew, fruits and juice			
		PM Snacks: Juice, bread, and bihon guisado			
		With strong internet connectivity, and sound system			

<sup>\*</sup>The above quoted prices are inclusive of all costs and applicable taxes

Financial Offer					
Approved Budget for the Contract					
Ninety Five Thousand Four Hundred Pesos Only P95,400.00	In words: In figures:				

Payment Details:	Transfe	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						
The de	elivery schedule e	SCHEDULE OF REQU expressed as weeks/months stipulated	JIREMENTS tes hereafter the delivery date to the project site.			
SCHEDULE OF REQUI			Delivery Schedule			
Delivery of goods/supplies (ounder Technical Specification	enumerated	December 14-16, 2024				
		TERMS AND COM	OTTONS.			
		TERMS AND CON	DITIONS:			
1. Bidders shall provide correct a	and accurate infor	mation required in this form.				
2. Price quotation/s must be valid	d for a period of s	sixty (60) calendar days from the d	ate of submission of quotation.			
3. Price quotation/s, to be denon	ninated in Philippi	ine peso shall include all taxes, dut	ies and/or levies payable.			
4. Quotations exceeding the App	proved Budget for	the Contract shall be rejected.				
5. Award of contract shall be ma services) which complies with the	de to the lowest of the minimum techn	calculated and responsive quotation ical specifications and other terms	n (for goods and infrastructure) or, the highest rated offer (for consulting and conditions stated herein.			
6. Any interlineations, erasures of	or overwriting sha	Il be valid only if they are signed or	r initialed by you or any of your duly authorized representative/s.			
7. The item/s shall be delivered a	according to the r	requirements specified in the Techr	ical Specifications.			
8. The DepED shall have the righ	nt to inspect and/	or to test the goods to confirm the	ir conformity to the technical specifications.			
9. In case two or more bidders a adopt and employ "draw lots" as	are determined to the tie-breaking	have submitted the Lowest Calcula method to finally determine the sin	sted Quotation/Lowest Calculated and Responsive Quotation, DepED shangle winning provider in accordance with GPPB Circular 06-2005.			
			the required supporting documents, in accordance with existing ponding bank transfer fee, if any, shall be chargeable to the			
Signature over printed na	ime		Office Telephone/Fax/Mobile no.			
Position/Designation	T, 1		Email address/es			
Canvassed by:						

Signature over printed name

Date