



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 and Accommodation for Project No. 24-11-134: Procurement of Catering Services with Venue and Accommodation for the Conduct of Enhancing Mathematics Instruction through Khan Academy: A Training Program for Grade 9 Mathematics Teachers"** 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 **Three Hundred Thousand Pesos Only (P300,000.00)**.

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 November 25, 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 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.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson

For and in the absence of the Chairperson:

CLARENCE S. PILLERIN

BAC Vice-Chairperson

Date: **November 19, 2024**

Name of Company : _____
 Address : _____
 Contact Number : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : 24-11-134

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		<i>Procurement and Delivery of:</i>			
	head	Catering Services with Venue and Accommodation for the Conduct of Enhancing Mathematics Instruction through Khan Academy: A Training Program for Grade 9 Mathematics Teachers on December 14-15, 2024	150		
		Day 1 - December 14, 2024			
		Dinner: Beef steak with broccoli, chicken with cream and mushroom, fish sweet and sour, garden salad, cream of mushroom soup, buko pandan, rice, and pineapple juice			
		Day 2 - December 15, 2024			
		Breakfast: Corned beef, sunny side up egg, chicken hotdog, coffee/tea/milk			
		AM Snacks: Club house sandwich, and four seasons fruit juice			
		Lunch: Chicken cordon bleu, beef puchero, chicken afritada, corn soup, fruit salad, and fresh cucumber			
		PM Snacks: Carbonara with garlic toasted bread and four seasons fruit juice			
		Inclusions: Accommodation, projector, hot/cold water, unlimited coffee with creamer and sugar, sound system, clean comfort rooms with hand soap and alcohol, table (good for 10 pax per table), many extension wires, and internet connection			

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

Financial Offer

<p>Approved Budget for the Contract</p> <p>Three Hundred Thousand Pesos Only</p> <p>P300,000.00</p>	<p>In words: _____</p> <p>In figures: _____</p>
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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.

<u>SCHEDULE OF REQUIREMENTS</u>	<u>Delivery Schedule</u>
Delivery of goods/supplies (enumerated under Technical Specifications)	December 14-15, 2024

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

Canvassed by:



Signature over printed name

Date