

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 "LEASE OF REAL PROPERTY AND VENUE, ACCOMMODATION, AND MEALS AND SNACKS for Project No. 24-12-148A: Lease of Real Property and Venue, Accommodation, Meals and Snacks for the Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases and Training Workshop on Formal Investigation Procedures and Techniques" 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 Eight Thousand Eight Hundred Pesos Only (P98,800.00).

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 December 16, 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</u> 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: <u>December 10, 2024</u>
Name of Company	:	
Address	:	
Contact Number		
Name of Store/Shop	:	
Address	:	
TIN	:	
PhilGEPS Registration Number	:	
RFQ Number	: 24-12-148A	

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		Lease of Real Property and Venue, Accommodation, and Meals			
		and Snacks for the:			
		Division Capacity Building of Personnel on Revised Rules of the			
		DepEd Administrative Cases and Training Workshop on Formal			
		Investigation Procedures and Techniques on December 19-20, 2024			
	head	December 19, 2024	38		
		Accommodation: 2 Standard rooms (Double occupancy)			
		AM Snacks: Pie and canned juice			
		Lunch: Rice, fish fillet, salad, beef soup, and soda			
		PM Snacks: Saging fries cut coated with sugar and iced tea			
		Dinner: Rice, chicken sotanghon soup, fish fillet, chopsuey, and soda			
-	head	December 20, 2024	38		
		Accommodation: 2 Standard rooms (Double occupancy)			
		Breakfast: Rice, chopsuey, fried chicken, soup, and soda			
		AM Snacks: Sandwich, besuto cracker, and fruit shake			
		Lunch: Rice, monggos, fish fillet, fried sliced pork chop, and soda			
		PM Snacks: Empanada and fresh buko juice			
		Inclusions: Use of sanitized function room with alcohol, tarpaulin backdraft,			
		tables and chairs, rostrum, Philippine flag, functional basic sound system,			
		microphones with and without stand, 2 widescreens, LCD projectors,			
		water with hot & cold dispenser, complimentary flowing coffee/tea during			
		sessions, pica-pica and strong internet connection			
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^{*}The above quoted prices are inclusive of all costs and applicable taxes

<u>Financial Offer</u>				
Approved Budget for the Contract				
	In words:			
Ninety Eight Thousand Eight Hundred Pesos				
Only				
₱98,800.00	In figures:			
P90,000.00				

Payment Details:				
	Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated			
	iii uie co	ntract 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 sch	adula ave	ressed as weeks/months stipulates hereafter the delivery date to the project site.		
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	SCHEDULE OF REQUIREMENTS Delivery Schedule			
Delivery of goods/supplies (enumerated under Technical Specifications)		December 19-20, 2024		
		TEDMS AND CONDITIONS:		
		TERMS AND CONDITIONS:		
1. Bidders shall provide correct and accura	te inform	ation required in this form.		
2. Price quotation/s must be valid for a pe	riod of six	ty (60) calendar days from the date of submission of quotation.		
3. Price quotation/s, to be denominated in	Philippine	e peso shall include all taxes, duties and/or levies payable.		
4. Quotations exceeding the Approved Buo	get for th	ne Contract shall be rejected.		
		culated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting all specifications and other terms and conditions stated herein.		
6. Any interlineations, erasures or overwrit	ing 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 red	quirements specified in the Technical Specifications.		
8. The DepED shall have the right to inspe	ct and/or	to test the goods to confirm their conformity to the technical specifications.		
		ave submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall ethod to finally determine the single winning provider in accordance with GPPB Circular 06-2005.		
		and upon the submission of the required supporting documents, in accordance with existing . Please note that the corresponding bank transfer fee, if any, shall be chargeable to the		
 Signature over printed name		Office Telephone/Fax/Mobile no.		
Position/Designation		Email address/es		
Canvassed by:				
Signature over printed name				
Date				