

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" for Project No. 25-01-011: Lease of Real Property and Venue, Catering Services for the Activity entitled "Unlocking Excellence: A Seminar Workshop on Quality Management System to All Schools Division Office Personnel" for CY 2025 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 Thirty Two Thousand Pesos Only (P132,000.00).

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 February 3, 2025, 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 **2025 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: January 30, 2025
Name of Company		
Address		
Contact Number		
Name of Store/Shop		
Address		
TIN		
PhilGEPS Registration Number		
RFQ Number	: 25-01-011	

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, Catering Services for the:			
_		Activity entitled "Unlocking Excellence: A Seminer Workshop on			
		Quality Management System to All Schools Division Office Personnel			
		on February 6-7, 2025			
	head	February 6, 2025	110	-	
		Lunch: Plain rice, birds' nest soup, grilled tuna, beef mechado, chicken adobo,			
		fresh fruit medley, and fruit juice			
		AM Snacks: 2 pieces empanada and fruit juice			
		PM Snacks: Spaghetti with toasted bread and fruit juice			
	head	February 7, 2025	110		
		Lunch: Plain rice, egg soup, chopsuey (chicken), beef kaldereta, chicken			
		afritada, fresh fruit medley, and fruit juice			
		AM Snacks: Banana cake (big size), and fruit juice			
		PM Snacks: Muffin (big size), and fruit juice			
		The state of the s			
		Note: Inclusive of overflowing coffee, tarpaulin, sound system with three (3)			
		microphones, pica-pica/finger food, WiFi, LCD projector with screen, whiteboar	rd		
		and markers			
					Y
	1				

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

	Financial Offer
Approved Budget for the Contract	
One Hundred Thirty Two Thousand Pesos Only	In words: In figures:

Payment Details:	Transfer	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 deli	ivery schedule ex	pressed as weeks/months stipulates hereafter the delivery date to the project site.				
SCHEDULE OF REQUIR	REMENTS	Delivery Schedule				
Delivery of goods/supplies (enumerated under Technical Specifications)		February 6-7, 2025				
		TERMS AND CONDITIONS:				
		TEIGHO AND CONDUCTORIO				
1. Bidders shall provide correct ar	nd accurate inform	nation required in this form.				
Price quotation/s must be valid	for a period of s	xty (60) calendar days from the date of submission of quotation.				
3. Price quotation/s, to be denom	inated in Philippii	ne peso shall include all taxes, duties and/or levies payable.				
4. Quotations exceeding the Appr	roved Budget for	the Contract shall be rejected.				
		alculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for concal specifications and other terms and conditions stated herein.	sulting			
6. Any interlineations, erasures or	r overwriting shal	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 a	ccording to the re	equirements specified in the Technical Specifications.				
8. The DepED shall have the right	t to inspect and/o	or to test the goods to confirm their conformity to the technical specifications.				
		have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepE method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.	D shall			
10. Payment shall be process government accounting rules contractor's account.	sed after delive and regulation	ry and upon the submission of the required supporting documents, in accordance with e is. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the	xisting he			

Email address/es

Position/Designation

Canvassed by:

Pewil Rounce Signature over printed name

1/2625

Date

