

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. 25-01-012: Lease of Real Property and Venue, Catering Services for the activity entitled "Advancing Instructional Excellence for Senior High School Teachers" 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 Sixty Six Thousand Pesos Only (P66,000.00).

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<br>Contact Number<br>Name of Store/Shop | :             |                        |
|   | :             |                        |
|   | :             |                        |
| Address   |               |                        |
| TIN   | 1             |                        |
| PhilGEPS Registration Number                    |               |                        |
| RFQ Number                                      | : 25-01-012   |                        |
|   |               |                        |
|   |               |                        |
|   | 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<br>Quantity | Unit Cost (Vat<br>Inclusive) | Total Cost (Vat<br>Inclusive) |
|-------|------|---|-------------------|------------------------------|-------------------------------|
| Lot 1 |      | Lease of Real Property and Venue, Catering Services for the:                  |                   |                              |                               |
|       |      |   |                   |                              |                               |
|       |      | Activity entitled "Advancing Instructional Excellence for Senior              |                   |                              |                               |
|       |      | High School Teachers" on February 5, 2025                                     |                   |                              |                               |
|       | head | Lunch: Plain rice, garlic chicken, beef with broccoli, native chicken tinola, | 120               |                              |                               |
|       |      | chicken chopsuey, buko pandan salad/fruits, and fresh fruit juice             |                   |                              |                               |
| 11    |      | AM Snacks: Special chicken empanada with canned pineapple / orange /          |                   |                              |                               |
|       |      | assorted flavored juice   |                   |                              |                               |
|       |      | PM Snacks: 1 slice banana cake with bottled fruit juice                       |                   |                              |                               |
|       |      | Buffet type of serving  |                   |                              |                               |
|       |      | Inclusive of 6ft x 8ft tarpaulin with layout provided by the committee        |                   |                              |                               |
|       |      | With free coffee and free water in water dispenser                            |                   |                              |                               |
|       |      |   |                   |                              |                               |
|       |      |   |                   |                              |                               |
|       | _    |   |                   |                              |                               |
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|       |      |   |                   |                              |                               |
|       |      |   |                   |                              |                               |
|       |      |   |                   |                              |                               |
|       |      |   |                   |                              |                               |

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

|   | Financial Offer                           |                       |  |
|---|---|-----------------------|--|
|   | Approved Budget for the Contract          |                       |  |
| 4 | Sixty Six Thousand Pesos Only  P66,000.00 | In words: In figures: |  |

| Payment Details:  | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank<br>Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated<br>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 so   | hedule ex   | expressed as weeks/months stipulates hereafter the delivery date to the project site.  |  |
| SCHEDULE OF REQUIREMEN  | TS  | Delivery Schedule  |  |
| Delivery of goods/supplies (enumer<br>under Technical Specifications) | rated   | February 5, 2025   |  |
|   |   | TERMS AND CONDITIONS:  |  |
| Bidders shall provide correct and accu                                | rata inform   |  |  |
|   |   |  |  |
| <ol><li>Price quotation/s must be valid for a p</li></ol>             | eriod of s  | sixty (60) calendar days from the date of submission of quotation.   |  |
| 3. Price quotation/s, to be denominated                               | in Philippi   | ine peso shall include all taxes, duties and/or levies payable.  |  |
| 4. Quotations exceeding the Approved B                                | udget for   | the Contract shall be rejected.  |  |
|   |   | calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting<br>nical specifications and other terms and conditions stated herein.                   |  |
| 6. Any interlineations, erasures or overw                             | riting sha  | all 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                            | g to the r  | requirements specified in the Technical Specifications.  |  |
| 8. The DepED shall have the right to insp                             | ect and/  | or to test the goods to confirm their conformity to the technical specifications.  |  |
|   |   | have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED sha method to finally determine the single winning provider in accordance with GPPB Circular 06-2005. |  |
|   |   | ery and upon the submission of the required supporting documents, in accordance with existings. 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   |  |