

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 Services for Project No. 25-03-043A: Lease of Real Property and Venue, Catering Services and Accommodation for the School-Based Management (SBM) and Gender and Development Quarterly Pocket Meeting CY 2025 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 Seventy Thousand Pesos Only (P70,000.00).

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 April 2, 2025, 9:30 AM** 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:

CHERRIE ANNE B. BOHOL

BAC Vice-Chairperson

Date: March 27, 2025

- (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.
- (6) Products covered by the Bureau of Philippine Standards' (BPS) Mandatory Product Certification Schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) Mark or Import Commodity Clearance (ICC).

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 Catering Serv				
	head	School-Based Management (SBM) and Gender and Development	35			
		Quarterly Pocket Meeting CY 2025 on September 25-26, 2025				
		Day 1 - September 25, 2025 (35 heads)				
		Accommodation: 1 Standard room (Double occupancy)				
		11 Standard rooms (Triple occupancy)				
		Arrival time: 4:00-5:00 PM				
		Meals (Dinner): Rice, nilagang bisaya na manok, grilled tuna fish, vegetable				
		salad, fresh fruit, and fresh fruit juice				
		Day 2 - September 26, 2025 (35 heads)				
		Breakfast: Managed buffet breakfast (Chef's discretion) to include Rice, 2				
	ii.	viands, bread, egg, fresh fruit, coffee, and milo				
		AM Snacks: Cassava cake, and fresh fruit drinks				
		Lunch: Rice, nilagang baka, BBQ chicken, garden salad, assorted mini cakes,				
		papaya, and fresh fruit juice				
		PM Snacks: Banana loaf and fresh fruit juice				
		Inclusions: Use of sanitized function room with alcohol, tarpaulin for backdraft,				
		tables and chairs, rostrum, Philippine flag, functional basic sound system, microphones				
		with stand, 2 widescreen, LCD projectors, whiteboard with markers and erasers,				
		water with hot and cold dispenser, complimentary flowing coffee and milo				
		during sessions, pica-pica, and strong internet connection				
				Grand Total:		

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

	Financial Offer				
Approved Budget for the Contract					
	In words:				
Seventy Thousand Pesos Only P70,000.00	In figures:				

	Payme	nt shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank
		er facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated contract as well as upon inspection and acceptance of the goods by the end user.
	in the c	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 (e under Technical Specification		September 25-26, 2025
		TERMS AND CONDITIONS:
Bidders shall provide correct ar	nd accurate infor	mation required in this form.
ar around only provide contest of		
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 denom	inated in Philipp	ine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Appr	roved Budget for	the Contract shall be rejected.
		calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting ical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or	r overwriting sha	Il 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	requirements specified in the Technical Specifications.
		or to test the goods to confirm their conformity to the technical specifications.
8. The DepED shall have the right 9. In case two or more bidders ar	t to inspect and/	
9. In case two or more bidders ar adopt and employ "draw lots" as 10. Payment shall be process	t to inspect and/ re determined to the tie-breaking	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 shall
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Signature Ser printed name