



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-A: 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 (Recanvass)** 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 Four Thousand Nine Hundred Ninety Nine Pesos and 75/100 Only (P74,999.75)**.

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 14, 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 through facsimile or email at the address and contact numbers indicated below.

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.digocity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
BAC Chairperson

Name of Company : _____
 Address : _____
 Contact Number : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **25-03-043A-A**

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.
- (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		<i>Lease of Real Property and Venue, Accommodation and Catering Services for the: (Recanvass)</i>			
	head	School-Based Management (SBM) and Gender and Development Quarterly Pocket Meeting CY 2025 on September 25-26, 2025	35		
		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 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			
	piece	Token (Basket of Assorted Vegetables) Chinese cabbage, potato, sayote, cabbage, carrots, and tomato	35		
Grand Total:					

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

Financial Offer

Approved Budget for the Contract	
Seventy Four Thousand Nine Hundred Ninety Nine Pesos and 75/100 Only P74,999.75	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 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)	September 25-26, 2025

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid from the date of submission of quotation until the implementation of the project.
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