



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 Goods for Project No. 25-04-047A: Lease of Real Property and Venue, Meals and Snacks, Accommodation for the Learning Action Cell on Be Your Own Boss and Work Based Learning Program** 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 Eighty Thousand Pesos Only (P180,000.00)**.

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 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 : **25-04-047A**

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		Lease of Real Property and Venue, Accommodation and Catering Services for the:			
		Learning Action Cell on Be Your Own Boss and Work Based Learning Program on May 27-29, 2025			
	head	Day 1 - May 27, 2025	30		
		Accommodation: 2 Standard rooms (Double occupancy)			
		Breakfast: Rice, ham and egg, fried dillis, fresh fruits, soda			
		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 inasal, grilled tuna, law-oy, fresh fruits and soda			
	head	Day 2 - May 28, 2025	30		
		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: Puto cheese and fresh buko juice			
		Dinner: Rice, chicken sotanghon soup, fish fillet, chopsuey, and soda			
	head	Day 3 - May 29, 2025	30		
		Accommodation: 2 Standard rooms (Double occupancy)			
		Breakfast: Rice, tortang talong, fried bangus, soup, and calamansi juice			
		AM Snacks: Banana spring rolls with caramelized sugar and iced tea			
		Lunch: Rice, chicken adobo, pakbet, fried sliced pork chop, and soda			
		PM Snacks: Empanada and fresh buko juice			
		Dinner: Rice, grilled chicken, vegetable kare-kare, sinigang na baboy, soda, and fresh fruits			
		INCLUSIONS: Venue is within Davao city with parking space and far from traffic. 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 projector; water with hot & cold dispenser; complimentary flowing coffe/tea 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: _____
One Hundred Eighty Thousand Pesos Only P180,000.00	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)	May 27-29, 2025 ✓

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid from the date of submission of quotation until the implementation of the project.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.
- 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.**

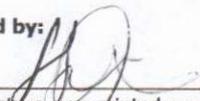
Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es

Canvassed by:



Signature over printed name

04/10/25

Date