



No. 25-05-061

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

¹ Failure to submit the required documents on time, or finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 Contact No.: _____
 TIN No.: _____
 PhilGEPS _____
 Registration Number: _____

RFQ No.: **25-05-061**Date: **May 13, 2025**Date and Time of Opening: **May 19, 2025, 1:30 PM****INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
 (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
 (3) Do not alter the contents of this form in any way.
 (4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
 (5) Failure to follow these instructions will disqualify your entire quotation.

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 SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
 2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1	<i>Lease of Real Property and Venue, Meals and Snacks, and Accommodation, and Procurement of Supplies for the School-Based Management (SBM) and Gender and Development Quarterly Pocket Meeting CY 2025 on September 25-26, 2025</i>					
	Day 1 - September 25, 2025	35	head			
	Accommodation: 1 Standard Room - Double occupancy 11 Standard Rooms - Triple occupancy					
	Arrival time: 4:00-5:00PM					
	Dinner: Rice, nilagang bisaya na manok, grilled tuna fish, vegetable salad, fresh fruit, and fresh fruit juice					
	Day 2 - September 26, 2026					
	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, barbecue 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 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 & cold dispenser; complimentary flowing coffee and milo during sessions; pica-pica and strong internet connection					
	Souvenir items, mug/tumbler	35	piece			

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

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 1	<i>Lease of Real Property and Venue, Meals and Snacks, and Accommodation, and Procurement of Supplies for the School-Based Management (SBM) and Gender and Development Quarterly Pocket Meeting CY 2025 on September 25-26, 2025</i>	September 25-26, 2025	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Seventy Four Thousand Nine Hundred Ninety Nine Pesos and 75/100 Only PHP 74,999.75	In words: _____ In figures: _____

PAYMENT DETAILS	
Payment Terms:	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, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

CONFORME:

Signature over Printed Name
Position/Designation
Office Telephone No.
Fax/Mobile No.
Email address/es

ANNEX "B"

TERMS AND CONDITIONS

- Bidders shall provide the correct and accurate information required in this form.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation and/or until the implementation of the program.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- Quotations exceeded the Approved Budget for the Contract shall be rejected.
- Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
- 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).
- Award of the 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 Department of Education - Schools Division of Digos City 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, the DepEd - Digos City Division shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-09.
- 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 charged to the contractor's account.
- 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, subject to other payment terms as prescribed in this RFQ.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd - Digos City Division may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Canvassed by

JOEL ESTANCO
Signature over Printed Name

5-13-25

Date

CONFORME:

Signature over Printed Name
Position/Designation
Office Telephone No.
Fax/Mobile No.
Email address/es