



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

No. 25-05-078

The Department of Education, Schools Division of Digos City, through its Bids and Awards Committee, intends to invite eligible bidders for the **"Lease of Real Property and Venue, and Procurement of Catering Services for the Conduct of Evaluation and Revision and Review of Revised and Finalization of the Developed Contextualized Learning Activity Sheets (LAS) in EsP 1 (Quarter 1) and Araling Panlipunan 1 (Quarter 2 and 3) on July 2-4 and 9-11, 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 **One Hundred Eight Thousand Pesos Only (P108,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than June 2, 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 and updated Certificate of PhilGEPS Registration (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

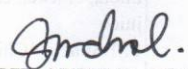
The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** within a non-extendible period of five (5) calendar days from the receipt of the notice from the Bids and Awards Committee that it submitted the Single/Lowest Calculated Calculation.¹

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

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.: **25-05-078**Date: **May 28, 2025**Date and Time of Opening: **June 2, 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, and Procurement of Catering Services for the Conduct of Evaluation and Revision and Review of Revised and Finalization of the Developed Contextualized Learning Activity Sheets (LAS) in EsP 1 (Quarter 1) and Araling Panlipunan 1 (Quarter 2 and 3) on July 2-4 and 9-11, 2025</i>					
	July 2, 2025 AM Snacks: Spaghetti with bread and canned pineapple/orange juice Lunch: Plain rice, grilled tuna, beef with broccoli, native chicken tinola, chicken chopsuey, buko pandan salad/fruits, and fresh fruit juice PM Snacks: Chicken empanada with fresh buko juice	30	head			
	July 3, 2025 AM Snacks: Chicken bam-i with fresh fruit juice Lunch: Rice, vegetable soup, garden fresh salad, beef mushroom, chicken inasal, fresh watermelon and papaya fruits, and fresh pineapple juice PM Snacks: Chicken siopao with canned pineapple/orange juice	30	head			
	July 4, 2025 AM Snacks: Special chicken empanada with canned pineapple/orange assorted flavored juice Lunch: Plain rice, egg corn soup, fish fillet, beef mushroom, garlic chicken, fresh watermelon and papaya fruits, and fresh pineapple juice PM Snacks: 1 slice banana cake with fresh fruit juice	30	head			
	July 9, 2025 AM Snacks: Spaghetti with bread and canned pineapple/orange juice Lunch: Plain rice, grilled tuna, beef with broccoli, native chicken tinola, chicken chopsuey, buko pandan salad/fruits, and fresh fruit juice PM Snacks: Chicken empanada with fresh buko juice	30	head			
	July 10, 2025 AM Snacks: Chicken bam-I with fresh fruit juice Lunch: Rice, vegetable soup, garden fresh salad, beef mushroom, chicken inasal, fresh watermelon and papaya fruits, and fresh pineapple juice PM Snacks: Chicken siopao with canned pineapple/orange assorted flavored juice	30	head			
	July 11, 2025 AM Snacks: Special chicken empanada with canned pineapple/orange assorted flavored juice Lunch: Plain rice, egg corn soup, fish fillet, beef mushroom, garlic chicken, fresh watermelon and papaya fruits, and fresh pineapple juice PM Snacks: 1 slice banana cake with fresh fruit juice	30	head			

Type of serving: Buffet type

Inclusions:

Overflowing coffee and milo, water in a dispenser with hot and cold, free chichirra and peanut, free 6ft x 8ft tarpaulin with layout provided by the TWG, sound system and microphone, tables and chairs, WiFi connectivity, and LCD projectors

* 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	Lease of Real Property and Venue, and Procurement of Catering Services for the Conduct of Evaluation and Revision and Review of Revised and Finalization of the Developed Contextualized Learning Activity Sheets (LAS) in EsP 1 (Quarter 1) and Araling Panlipunan 1 (Quarter 2 and 3) on July 2-4 and 9-11, 2025	on July 2-4 and 9-11, 2025	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
One Hundred Eight Thousand Pesos Only PHP 108,000.00	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.

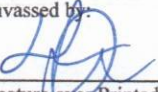
Email address/es

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 06-2016.
- 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.

13. 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.
14. 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:		CONFORME:
		Signature over Printed Name
Signature over Printed Name		Position/Designation
03/29/25		Office Telephone No.
Date		Fax/Mobile No.
		Email address/es

TERMS AND CONDITIONS

1. The bidder shall provide the correct and accurate information required in this form.
2. Price quotations must be valid for a period of 90 (ninety) calendar days from the date of submission of quotation until the implementation of the project.
3. Price quotations to be submitted in Philippine peso shall include all taxes, duties and/or local charges.
4. Quotations exceeding the approved budget for the contract will be rejected.
5. Bidder must have a physical store or readily available supplies in case of post-delivery evaluation.
6. Payment terms shall be 100% cash in advance (100%) in Philippine pesos (P) or its equivalent in US Dollars (USD) or any other freely convertible currency (FC) to be paid in Philippine pesos (P) or its equivalent in US Dollars (USD) or any other freely convertible currency (FC) to be paid in Philippine pesos (P) or its equivalent in US Dollars (USD) or any other freely convertible currency (FC).
7. A part of the contract shall be the lowest calculated and reasonable quotation for the goods and services to be provided and delivered to the end user after the processing of the quotation.
8. The quotation, however, or otherwise shall be valid for 90 (ninety) calendar days from the date of submission of the quotation.
9. The bidder shall be bound to the requirements specified in the Technical Specifications.
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