



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

REQUEST FOR QUOTATION

RFQ No.: 25-10-134A
Date: October 28, 2025

The Department of Education, Schools Division of Digos City, through its Bids and Awards Committee (BAC), intends to invite eligible bidders for the **"Lease of Venue with Meals and Snacks, and Accommodation for the Conduct of 2-day Division-based Training of Teachers in Last Mile Schools (LMS) on Multigrade Instruction on November 27-28, 2025 and Lease of Venue with Meals and Snacks for the LAC Sessions on November 7 and 25, 2025"** with an Approved Budget for the Contract (ABC) of **Fifty-Seven Thousand Two Hundred Pesos Only (P57,200.00)** through **NP-53.10 Lease of Real Property and Venue** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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 November 03, 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, Income / Business Tax Return** 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.

For any clarification, you may contact the BAC Secretariat at (082)-553-8396, or send email to bac.digoscity@deped.gov.ph

By the Authority of the Bids and Awards Committee (BAC)

CHERRIE ANNE B. BOHOL

Vice Chairperson, Bids and Awards Committee

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

RFQ No.: 25-10-134A

Date: October 28, 2025

Date and Time of Opening: November 03, 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	Lease of Venue with Meals and Snacks, and Accommodation for the Conduct of 2-day Division-based Training of Teachers in Last Mile Schools (LMS) on Multigrade Instruction on November 27-28, 2025					
	Day 1 - November 27, 2025 Breakfast: Steamed rice, beef tapa, boiled egg, and chicken adobo AM Snacks: Hot choco, puto maya with ripe mango Lunch: Steamed rice, pork humba, special chopsuey, fried chicken, canned juice and papaya fruits PM Snacks: Canned juice and spaghetti with bread Dinner: Steamed rice, chicken barbeque (grilled, skinless, with atsara), tuna fish tinola (with malunggay and papaya), and pork sinigang Day 2 - November 28, 2025 Breakfast: Steamed rice, beef tapa, boiled egg with sunny side-up egg, and chicken adobo AM Snacks: Special biko and canned juice Lunch: Steamed rice, garlic chicken, beef steak, sotanghon soup, canned juice and fruits PM Snacks: Cake and canned juice Dinner: Steamed rice, grilled pork belly, beef ampalaya, sinigang shrimp, fruits, and fresh fruit juice Inclusions: Airconditioned room, projector, tables and chairs for 11 pax, 4x6 ft. tarpaulin for backdrop	11	head			
		In words: _____				
	<u>Lot 1 Total Offered Quotation</u>	In figures: _____				
	<u>Lot 1 Approved Budget for the Contract</u>	PHP 44,000.00 Forty Four Thousand Pesos Only				
Lot 2	Lease of Venue with Meals and Snacks for the LAC Sessions on November 7 and 25, 2025					
	Day 1 - November 7, 2025 AM Snacks: Spaghetti with bread with fresh pineapple juice Lunch: Steamed rice, beef sinigang (with kangkong, labanos, sitaw), chicken adobo (less oil, less salt), ginisang sitaw with kalabasa, cucumber-tomato salad PM Snacks: Turon (banana and langka, minimal sugar) Day 2 - November 25, 2025 AM Snacks: Pancit palabok with bread and fresh pineapple juice Lunch: Steamed rice, garlic chicken, beef steak, sotanghon soup, canned juice and fruits PM Snacks: Cake and canned juice	11	head			
		11	head			
		In words: _____				
	<u>Lot 2 Total Offered Quotation</u>	In figures: _____				

<u>Lot 2 Approved Budget for the Contract</u>		PHP 13,200.00 Thirteen Thousand Two Hundred Pesos Only			

* 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 Venue with Meals and Snacks, and Accommodation for the Conduct of 2-day Division-based Training of Teachers in Last Mile Schools (LMS) on Multigrade Instruction on November 27-28, 2025	November 27-28, 2025	
Lot 2	Lease of Venue with Meals and Snacks for the LAC Sessions on November 7 and 25, 2025	November 7 and 25, 2025	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Fifty Seven Thousand Two Hundred Pesos Only PHP 57,200.00	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: (Annex "A")

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 sp
- 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
- 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.

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:

Signature over Printed Name

10/20/25
Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Project Name	
Project Location	
Project Start Date	
Project End Date	

Project Details	
Project Description	
Project Budget	
Project Status	

Project Terms	
Project Conditions	
Project Warranties	
Project Disclaimers	

TERMS AND CONDITIONS

1. The Contractor shall be responsible for the timely completion of the project.

2. The Contractor shall be responsible for the quality of the work.

3. The Contractor shall be responsible for the safety of the project.

4. The Contractor shall be responsible for the security of the project.

5. The Contractor shall be responsible for the insurance of the project.

6. The Contractor shall be responsible for the taxes of the project.

7. The Contractor shall be responsible for the permits of the project.

8. The Contractor shall be responsible for the labor of the project.

9. The Contractor shall be responsible for the materials of the project.

10. The Contractor shall be responsible for the equipment of the project.

11. The Contractor shall be responsible for the subcontractors of the project.

12. The Contractor shall be responsible for the suppliers of the project.

13. The Contractor shall be responsible for the customers of the project.

14. The Contractor shall be responsible for the community of the project.

15. The Contractor shall be responsible for the environment of the project.

16. The Contractor shall be responsible for the culture of the project.

17. The Contractor shall be responsible for the history of the project.

18. The Contractor shall be responsible for the future of the project.

19. The Contractor shall be responsible for the present of the project.

20. The Contractor shall be responsible for the past of the project.