



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

REQUEST FOR QUOTATION

RFQ: No. 25-10-149
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 Capacity Building on ISO 19001:2018, ISO 9001:2015, and DM 014 s. 2022, "The DepEd QMS Manual and PAWIN Cum Workshop on SDO Readiness Assessment" on November 4-8, 2025" with an Approved Budget for the Contract (ABC) of **Eighty Thousand Pesos Only (P80,000.00)** 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.: 25-10-149

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 Capacity Building on ISO 19001:2018, ISO 9001:2015, and DM 014 s. 2022, "The DepEd QMS Manual and PAWTN Cum Workshop on SDO Readiness Assessment" on November 4-8, 2025					
	Day 1 - November 4, 2025 Breakfast: Steamed rice, chicken tocino, scrambled eggs, fresh vegetables salad, fresh fruits (banana & watermelon), brewed coffee / hot chocolate, pandesal with butter and cheese AM Snacks: Baked macaroni and canned fruit juice Lunch: Steamed rice, egg and corn soup, garlic chicken, beef steak, assorted steamed vegetables with sawsawan, fresh fruits (pineapple & papaya), and bottled soft drinks PM Snacks: Two (2) pieces banana turon and fresh buko juice Dinner: Plain rice, fish fillet, beef menudo, chopsuey, cream of mushroom soup, and fresh fruit (watermelon)	8	head			
	Day 2 - November 5, 2025 Breakfast: Steamed rice/fried rice, chicken longganisa, corned beef with green peas, boiled egg, brewed coffee / hot chocolate, pandesal with butter and cheese AM Snacks: Special palabok (non-pork) and canned fruit juice Lunch: Steamed rice, sweet and sour fish, stir-fried mixed vegetables, nilagang baka, fresh fruit (papaya slices), and canned softdrinks PM Snacks: Special spaghetti with bread and canned fruit juice Dinner: Plain rice, tinolang native chicken with malunggay, beef tapa, garden vegetable salad with dressing, and fresh fruit (slices of mango)					
	Day 3 - November 6, 2025 Breakfast: Steamed rice/fried rice, fried bangus belly, tortang talong, tomato and cucumber salad, brewed coffee / hot chocolate, pandesal with butter and cheese AM Snacks: Two (2) pieces chicken empanada and canned fruit juice Lunch: Steamed rice, beef stea, fried chicken, law-uy, leche flan, and canned soft drinks PM Snacks: Special cassava cake and canned fruit juice Dinner: Plain rice, chicken barbeque, fish tinola, sauteed vegetables, and fresh fruit (slices of watermelon)					
	Day 4 - November 7, 2025 Breakfast: Steamed/fried rice, beef tapa, scrambled eggs with tomatoes, slice cucumber and tomato with dressing, fresh watermelon, brewed coffee / hot chocolate, pandesal with butter and cheese AM Snacks: Buko pie and canned fruit juice Lunch: Steamed rice, beef sinigang, buttered chicken, chopsuey, fruit salad, and canned soft drinks PM Snacks: Special banana cake and canned fruit juice Dinner: Plain rice, chicken teriyaki, sweet and sour fish, garden salad with dressing, macaroni soup with chicken bits, and fresh fruit (banana)					
	Day 5 - November 8, 2025 Breakfast: Steamed/fried rice, chicken longganisa, boiled egg, fried dried fish, papaya slices, brewed coffee / hot chocolate, pandesal with butter and cheese AM Snacks: Baked macaroni and canned fruit juice Lunch: Steamed rice, beef sinigang, buttered chicken, chopsuey, fruit salad, and canned soft drinks PM Snacks: Special banana cake and canned fruit juice Dinner: (Packed - to be distributed to the participants during the distribution of afternoon snacks) Plain rice, beef tapa, crispy fried chicken, fish fillet, macaroni salad, canned fruit juice and fresh fruit (banana)					
	Inclusions: Projector, hot/cold water, overflowing coffee and milo, sound system, clean comfort rooms with hand soap and alcohol					

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 Capacity Building on ISO 19001:2018, ISO 9001:2015, and DM 014 s. 2022, "The DepEd QMS Manual and PAWIN Cum Workshop on SDO Readiness Assessment" on November 4-8, 2025	November 4-8, 2025	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Eighty Thousand Pesos Only PHP 80,000.00	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: (Annex "A")

Signature over Printed Name

Position/Designation

Office Telephone No.

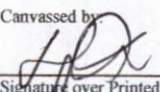
Fax/Mobile No.

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 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.
- 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

 Signature over Printed Name
 10/29/25
 Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es