

Republic of the Philippines

Department of Education REGION XI

SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

RFQ:

No. 25-11-161

Date:

November 13, 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 Snacks for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-Project Based Making on November 18-21, 24-28, and December 1, 2025" with an Approved Budget for the Contract (ABC) of One Hundred Thirty Eight Thousand Six Hundred Pesos Only (P138,600.00) 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 17, 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.

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:	The second secon	
Name of Store/Shop:		111111111111111111111111111111111111111
Address:		
Contact No.:		RFQ !
TIN No.:	Republic of the Chalipunes	D
PhilGEPS	Department of Concation	Date and Time of Open
Registration Number:		

RFQ No.: 25-11-161

Date: November 13, 2025 ate and Time of Opening: November 17, 2025, 1:30

 $\underline{\mathbf{PM}}$

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.

y yoll mell horized is City. Rowas cor	Pacteurs (REQ). Submotigized quotation duly signed. 1:30 PM at the Depled Schools Division OfficesDig.	Total Quantity	P Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1 Harris to stim	Lease of Venue with Snacks for the Upgrading of Essential Digital S November 18-21, 24-28, and December 1, 2025	kills for Key	Stage Le	earners on ICT	-Project Based	Making on
	Day 1: November 18, 2025 AM Snacks: Bihon, bread and lemon juice PM Snacks: Siopao and pineapple juice	154	head	20	u peach	
	Day 2: November 19, 2025 AM Snacks: Egg Sandwich and buko juice PM Snacks: Pineapple pie and orange juice	154	head	ord/noi/bro	signed qu	with your
	Day 3: November 20, 2025 AM Snacks: Pancake and hot chocolate PM Snacks: Egg pie and mango juice	154	head			
Day 4: November 21, 2025	AM Snacks: Spaghetti and watermelon juice - CRU III III III	154	head	oo yem uu	urification. y	For any cla
	AM Snacks: Palabok and Calamansi Juice	154	head			
	AM Snacks: Bihon, bread and lemon juice	154	head			
	AM Snacks: Egg Sandwich and buko juice	154	head			
	Day 8: November 27, 2025 AM Snacks: Pancake and hot chocolate	154	head			
	AM Snacks: Spaghetti and watermelon juice	154	head			
	Day 10: December 1, 2025 AM Snacks: Palabok and Calamansi Juice PM Snacks: Tuna Sandwich and Orange Juice	154	head			

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

401	SCHEDULE OF REQUIREME	ENTS	
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 1	Lease of Venue with Snacks for the Upgrading of Essential Digital Skills for Key Stage Learners on ICT-Project Based Making on November 18-21, 24-28, and December 1, 2025	November 18-21, 24-28, and December 1, 2025	

FINANCIAL OFF	FER
Approved Budget for the Contract	Total Offered Quotation
One Hundred Thirty Eight Thousand Six Hundred Pesos Only PHP 138,600.00	In figures:

Chicago Company	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 Instituion:	
Account Number:	
Account Name:	
Branch:	

Signature over Printed	Name
Position/Designat	ion
Office Telephone	No.
Fax/Mobile No	

ANNEX "B"

TERMS AND CONDITIONS

- 1. Bidders shall provide the correct and accurate information required in this form.
- 2. 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.
- 3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- 4. Quotations exceeded the Approved Budget for the Contract shall be rejected.
- 5. 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).
- 7. 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.
- 8. 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.
- 9. The item/s shall be delivered according to the requirements specificied in the Technical Specifications.
- 10. 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 spe
- 11. 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
- 12. 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 RFO.
- 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 <u>may</u> 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

11- 13-2

Date

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es