



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

REQUEST FOR QUOTATION

RFQ No.: 26-02-010
Date: March 11, 2026

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Department of Education - Schools Division of Digos City**, through the Bids and Awards Committee (BAC), intends to procure the **Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2026** with an Approved Budget for the Contract (ABC) of **Four Hundred Thousand Pesos Only (P400,000.00)** through **Section 35.9 Negotiated Procurement - Lease of Real Property and Venue** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of March 18, 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MARIA GENEVIEVE T. FRANCISQUETE
Chairperson, Bids and Awards Committee
Department of Education - Schools Division of Digos City
Roxas cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No. (082) 553 8396 / (082) 553 8376 / 0962 887 8599
Email: bac.digoscity@deped.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's / Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement (OSS)** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. OSS Template may be accessed from this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx
- d. **Income / Business Tax Return**

The Head of Procuring Entity (HoPE) of the DepEd - SDO Digos City reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (082) 553 8396 / (082) 553 8376 / 0962 887 8599 or send email to bac.digoscity@deped.gov.ph

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

MARIA GENEVIEVE T. FRANCISQUETE
Chairperson, Bids and Awards Committee





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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation

(4) Quotations may be submitted through electronic mail at bac.digoscity@deped.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. 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.

3. 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

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

7. 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).

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - SDO Digos shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. 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.

10. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

11. Item/s delivered shall be inspected on the scheduled date and time of the DepEd - SDO Digos. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

12. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**

13. 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 GPPB-TSO may terminate 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.

14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation for the item/s as follows:

Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2026

Item	Minimum Technical Specifications	Total Quantity	Unit	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification.						
Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.						
Lot 1	Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2026					





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<p>Schedule: <i>(Subject to change. Final dates will be communicated)</i></p> <p>April 6, 2026 April 30, 2026 May 15, 2026 June 19, 2026 August 14, 2026 September 11, 2026 November 20, 2026 December 11, 2026</p> <p>Meals specifications: Buffet arrangement Snacks: <i>(Morning and afternoon)</i> Chicken bihon guisado with bread Beef spaghetti with bread Assorted kakanin Fresh fruit juices Chicken bam-I with bread Finger foods Viands: <i>(Lunch)</i> Different kinds as agreed (2 main course, 1 soup, 1 appetizer) Vegetables Fish (sweet and sour) Soup (chicken) Chicken (garlic) Beef (caldereta) Noodles (sotanghon) Salad as appetizer Rice, Drinks, Dessert Inclusions: Hot/cold water, coffee, hand soap and alcohol, tarpaulin (backdrop), sound system, tables, chairs</p>	100	head			
Grand Total:					

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

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Location and Period	Bidder's Statement of Compliance ("Comply" or "Not Comply")
Lot 1	Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2026	April 6, 2026 April 30, 2026 May 15, 2026 June 19, 2026 August 14, 2026 September 11, 2026 November 20, 2026 December 11, 2026	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
<u>Four Hundred Thousand Pesos Only</u> PHP 400,000.00	In words: _____ In figures: _____ _____ _____



