



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

REQUEST FOR QUOTATION

RFQ No.: 26-03-012
Date: March 17, 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, and/or Accommodation for the Consolidated Implementation of CY 2026 SGOD-Human Resource Development Programs and Recognition Activities with an Approved Budget for the Contract (ABC) of Three Hundred Twenty One Thousand Two Hundred Pesos Only (P321,200.00) 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 24, 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.digocity@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.digocity@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:

Lot 1	Lease of Venue with Meals and Snacks for the activity titled: The Road to Retirement Bliss: Navigating Your Next Chapter (Preparedness Program and Tribute to Retirees)					
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 activity titled: The Road to Retirement Bliss: Navigating Your Next Chapter (Preparedness Program and Tribute to Retirees)					
	Schedule: April 17, 2026 (Subject to change. Final dates will be communicated)	50	head			





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Meals specifications: AM Snacks: Chicken empanda, and canned fruit juice Lunch: Steamed rice, chopsuey (chicken), beef steak, grilled tuna belly, leche flan, egg drop soup, and canned fruit juice PM Snacks: Choco moist cake and canned fruit juice Inclusions: Tarpaulin, projector, hot/cold water, coffee, milo, pika-pika, sound system, clean comfort rooms with hand soap and alcohol					
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 activity titled: The Road to Retirement Bliss: Navigating Your Next Chapter (Preparedness Program and Tribute to Retirees)	April 17, 2026	

FINANCIAL OFFER	
Lot 1 - Approved Budget for the Contract	Lot 1 - Total Offered Quotation
Thirty Thousand Pesos Only PHP 30,000.00	In words: _____ In figures: _____

Lot 2						
Lease of Venue with Meals and Snacks, and Accommodation for the activity titled: 2026 School Governance & Operations Division (SGOD) Program Implementation Review (PIR)						
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 2	Lease of Venue with Meals and Snacks, and Accommodation for the activity titled: 2026 School Governance & Operations Division (SGOD) Program Implementation Review (PIR) Schedule: December 15-16 (Subject to change. Final dates will be communicated) Day 1 - December 15, 2026 Meals specifications: Lunch: Steamed rice, beef kare-kare with bagoong, garlic buttered chicken, pinakbet, creamy mushroom soup, fresh fruits, and canned fruit juice PM Snacks: Special banana cake and canned fruit juice Dinner: Steamed rice, native chicken tinola, tuna kinilaw, crispy chicken parmesan, fresh garden salad, leche flan, fresh fruits and canned fruit juice Day 2 - December 16, 2026 Breakfast: Steamed rice/fried rice, chicken longganisa, corned beef with green peas, hard-boiled egg, fried dried fish, brewed coffee/hot chocolate, milo, pandesal with butter and cheese, fresh fruits AM Snacks: Baked macaroni and canned fruit juice Inclusions: Projector, sound system, clean comfort rooms with hand soap and alcohol, overflowing coffee/milo, water, pika-pika (nuts and crackers), tissue paper and tarpaulin	25	head			





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	Grand Total:
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SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Location and Period	Bidder's Statement of Compliance ("Comply" or "Not Comply")
Lot 2	Lease of Venue with Meals and Snacks, and Accommodation for the activity titled: 2026 School Governance & Operations Division (SGOD) Program Implementation Review (PIR)	December 15-16, 2026	

FINANCIAL OFFER	
Lot 2 - Approved Budget for the Contract	Lot 2 - Total Offered Quotation
Fifty Thousand Pesos Only PHP 50,000.00	In words: _____ In figures: _____

Lot 3 Lease of Venue with Meals and Snacks for the activity titled: INSPIRESEARCH: A Creative Training Journey into Action Research Using the Regional Agenda and E-Saliksik Tool						
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 3	Lease of Venue with Meals and Snacks for the activity titled: INSPIRESEARCH: A Creative Training Journey into Action Research Using the Regional Agenda and E-Saliksik Tool Schedule: May 7-8, 2026 (Subject to change. Final dates will be communicated) Day 1 - May 7, 2026 Meals specifications: AM Snacks: Choco moist cake and canned fruit juice Lunch: Steamed rice, native chicken tinola, tuna kinilaw, crispy chicken, fresh garden salad, leche flan, and bottled soft drinks PM Snacks: Pansit palabok (non-pork) and canned fruit juice Day 2 - May 8, 2026 AM Snacks: Cheesy chicken empanada and canned fruit juice Lunch: Steamed rice, beef sinigang, buttered chicken, chopsuey, fruit salad, canned fruit juice PM Snacks: Special banana cake and canned fruit juice Inclusions: Projector, sound system, clean comfort rooms with hand soap and alcohol, overflowing coffee/milo, water, pika-pika (nuts and crackers), tissue paper and tarpaulin	75	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 3	Lease of Venue with Meals and Snacks for the activity titled: INSPIRESEARCH: A Creative Training Journey into Action Research Using the Regional Agenda and E-Saliksik Tool	May 7-8, 2026	





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FINANCIAL OFFER

Lot 3 - Approved Budget for the Contract	Lot 3 - Total Offered Quotation
<u>Ninety Thousand Pesos Only</u> PHP 90,000.00	In words: _____ In figures: _____

Lot 4 **Lease of Venue with Meals and Snacks for the activity titled: Mastering PMIS: Elevating Program Holders' Expertise**

Item	Minimum Technical Specifications	Total Quantity	Unit	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
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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 4	Lease of Venue with Meals and Snacks for the activity titled: Mastering PMIS: Elevating Program Holders' Expertise					
	Schedule: April 3, 2026 <i>(Subject to change. Final dates will be communicated)</i> Meals specifications: AM Snacks: Special Banana Cake, Canned fruit Juice Lunch: Steamed Rice, Beef kare-kare with bagoong, Garlic Buttered Chicken, Tuna kinilaw, Beef steak, Creamy Mushroom Soup, Fresh Fruits, and bottled Soft drinks PM Snacks: Cheesy Chicken Empanada and canned fruit juice Inclusions: Projector, sound system, clean comfort rooms with hand soap and alcohol overflowing coffee/milo, water, pika-pika (nuts and crackers), tissue paper and Tarpaulin	25	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 4	Lease of Venue with Meals and Snacks for the activity titled: Mastering PMIS: Elevating Program Holders' Expertise	April 3, 2026	

FINANCIAL OFFER

Lot 4 - Approved Budget for the Contract	Lot 4 - Total Offered Quotation
<u>Twenty Thousand Pesos Only</u> PHP 20,000.00	In words: _____ In figures: _____

Lot 5 **Lease of Venue with Meals and Snacks for the activity titled: Empowering Equality: Gender and Development Workshop for Inclusive Growth**

Item	Minimum Technical Specifications	Total Quantity	Unit	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
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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 5	Lease of Venue with Meals and Snacks for the activity titled: Empowering Equality: Gender and Development Workshop for Inclusive Growth					
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Schedule: April 24, 2026 (Subject to change. Final dates will be communicated) Meals specifications: AM Snacks: Special Chicken siopao, Canned fruit Juice Lunch: Steamed Rice, Fish escabeche, Buttered Chicken, Tuna kinilaw, Garden salad, Creamy Mushroom Soup, Fresh Fruits, and bottled Soft drinks PM Snacks: Suman Nilambiran with mango and canned fruit juice Inclusions: Projector, sound system, clean comfort rooms with hand soap and alcohol overflowing coffee/milo, water, pika-pika (nuts and crackers), tissue paper and Tarpaulin	60	head			
Grand Total:					

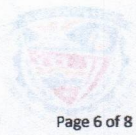
* The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Location and Period	Bidder's Statement of Compliance ("Comply" or "Not Comply")
Lot 5	Lease of Venue with Meals and Snacks for the activity titled: Empowering Equality: Gender and Development Workshop for Inclusive Growth	April 24, 2026	

FINANCIAL OFFER	
Lot 5 - Approved Budget for the Contract	Lot 5 - Total Offered Quotation
Forty Eight Thousand Pesos Only PHP 48,000.00	In words: _____ In figures: _____

Lot 7						
Lease of Venue with Meals and Snacks for the activity titled: ESBEEM-SBM in Action: Sharing Best Practices to Enhance School Performance						
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 7	Lease of Venue with Meals and Snacks for the activity titled: ESBEEM-SBM in Action: Sharing Best Practices to Enhance School Performance	18	head			
	Schedule: September 23-25, 2026 (Subject to change. Final dates will be communicated)					

Item	Minimum Technical Specifications	Total Quantity	Unit	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)





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Meals specifications: AM Snacks: Special Chicken siopao, Canned fruit Juice Lunch: Steamed rice, Pork Lechon, Grilled tuna, Chicken adobo, Fresh lumpia served with peanut sauce, fresh fruits (pineapple and water melon), bottled soft drinks PM Snacks: Fried banana rolls with scoop of ice cream Fresh Fruit Shakes (Mango, Melon, or Pineapple) Inclusions: Elevated stage, LED wall, sounds and lights, stage decor, clean comfort rooms with hand soap and alcohol, overflowing coffee/milo, water, grazing station for pika-pika, tissue paper				
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 11	Lease of Venue with Meals and Snacks for the activity titled: 2026 B.A.N.G.A. Awarding Ceremony	December 5, 2026	

FINANCIAL OFFER	
Lot 11 - Approved Budget for the Contract	Lot 11 - Total Offered Quotation
Fifty Thousand Eight Hundred Pesos Only PHP 50,800.00	In words: _____ In figures: _____

PAYMENT DETAILS	
Payment Terms:	Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within thirty (30) days after receipt of service invoice and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.
Payment Details:	
Banking Institution:	_____
Account Number:	_____
Account Name:	_____
Bank Branch:	_____

Signature over Printed Name _____

Position/Designation _____

Office Telephone/Fax/Mobile Nos. _____

Email address/es _____

Canvassed by: JARRAT E. FLORENTINO
 Signature and Date

****NOTHING FOLLOWS****

