



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

REQUEST FOR QUOTATION

RFQ No.: 2026-05-0017
Date: May 7, 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 **Supply and Delivery of Meals and Snacks for Batch 1 and Batch 2 of Training for Revised Curriculum** with an Approved Budget for the Contract (ABC) of **One Million Four Hundred Thirty-Four Thousand Pesos Only (Php 1,434,000.00)** through **Section 34 Small Value Procurement** 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 May 14, 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 ineligible/disqualified.
- (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		Supply and Delivery of Meals and Snacks for Batch 1: Elevate Grade 6: A Training on the Revised Curriculum in Action				
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	Supply and Delivery of Meals and Snacks for Batch 1: Elevate Grade 6: A Training on the Revised Curriculum in Action					





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<p>Schedule: May 26-29, 2026 (Venue is around Digos City. Final venue will be communicated by End-user)</p> <p>Meals specifications: DAY 1 AM Snacks: special mamon, and bottled fresh fruit juice Lunch: Steamed rice, garlic chicken, chicken chopsuey, apple, and bottled water PM Snacks: cheesy ensaymada and bottled fresh fruit juice</p> <p>Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)</p>	285	head			
<p>DAY 2 AM Snacks: sliced banana cake, and bottled fresh fruit juice Lunch: Steamed rice, pinoy bistek, buttered chicken, ponkan/orange, and bottled water PM Snacks: sliced butted cake slice and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)</p>					
<p>DAY 3 AM Snacks: sliced mocha marble cake, and bottled fresh fruit juice Lunch: Steamed rice, breaded fish, beef with cauliflower, ripe banana, and bottled water PM Snacks: cheese roll and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)</p>					
<p>DAY 4 AM Snacks: toasted mamon, and bottled fresh fruit juice Lunch: Steamed rice, chicken bam-i guisado, beef salpicao, ponkan/orange, and bottled water PM Snacks: cinnamon roll and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)</p>					
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	Supply and Delivery of Meals and Snacks for Batch 1: Elevate Grade 6: A Training on the Revised Curriculum in Action	May 26, 2026 May 27, 2026 May 28, 2026 May 29, 2026	

FINANCIAL OFFER	
Lot 1 - Approved Budget for the Contract	Lot 1 - Total Offered Quotation
Five Hundred Seventy Thousand Pesos Only PHP 570,000.00	In words: _____ In figures: _____





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Lot 2		Supply and Delivery of Meals and Snacks for Batch 2: Transforming Teaching: Rollout Training for the Revised Grades 9 & 10 Curriculum							
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	Supply and Delivery of Meals and Snacks for Batch 2: Transforming Teaching: Rollout Training for the Revised Grades 9 & 10 Curriculum Schedule: June 2-5, 2026 (Venue is around Digos City. Final venue will be communicated by End-user) Meals specifications: DAY 1 AM Snacks: special mamon, and bottled fresh fruit juice Lunch: Steamed rice, garlic chicken, chicken chopsuey, apple, and bottled water PM Snacks: cheesy ensaymada and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)					432	head		
	DAY 2 AM Snacks: sliced banana cake, and bottled fresh fruit juice Lunch: Steamed rice, pinoy bistek, buttered chicken, ponkan/orange, and bottled water PM Snacks: sliced butted cake slice and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)								
	DAY 3 AM Snacks: sliced mocha marble cake, and bottled fresh fruit juice Lunch: Steamed rice, breaded fish, beef with cauliflower, ripe banana, and bottled water PM Snacks: cheese roll and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)								
	DAY 4 AM Snacks: toasted mamon, and bottled fresh fruit juice Lunch: Steamed rice, chicken bam-i guisado, beef salpicao, ponkan/orange, and bottled water PM Snacks: cinnamon roll and bottled fresh fruit juice Inclusions: Overflowing coffee with hot and cold water, Finger foods (peanuts/crackers/krupeck), 8x16 ft tarpaulin, 1 VIP table with chairs (for trainers)								
					Grand Total:				

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





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SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Location and Period	Bidder's Statement of Compliance ("Comply" or "Not Comply")
Lot 2	Supply and Delivery of Meals and Snacks for Batch 2: Transforming Teaching: Rollout Training for the Revised Grades 9 & 10 Curriculum	June 2, 2026 June 3, 2026 June 4, 2026 June 5, 2026	

FINANCIAL OFFER	
Lot 2 - Approved Budget for the Contract	Lot 2 - Total Offered Quotation
Supply and Delivery of Meals and Snacks for Batch 2: Transforming Teaching: Rollout Training for the Revised Grades 9 & 10 Curriculum PHP 864,000.00	In words: _____ In figures: _____

PAYMENT DETAILS	
Payment Terms:	<i>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.</i>
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: _____
 Signature and Date

****NOTHING FOLLOWS****

