



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



**REQUEST FOR QUOTATION**

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact No. \_\_\_\_\_  
TIN No. \_\_\_\_\_

RFQ No. **22-10-130**  
Date: **October 25, 2022**  
Date and Time of Opening: **November 3, 2022, 1:30 PM**

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

- NOTE:**
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
  2. DELIVERY PERIOD MUST BE ON **NOVEMBER 11-12, 25-26 AND DECEMBER 2-3, 2022.**
  3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
  4. PAYMENT TERM: WITHIN 30 DAYS
  5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)

**NOTE:** For CY 2022, bidders shall submit these documents to DepEd Digos City Division only *ONCE*.

6. Approved Budget: **P 108,000.00**

**BASILIO P. MANA-AY, JR., EdD**  
BAC CHAIRMAN  
For and in the absence of the BAC Chairperson:  
*Cherry Rossette E. Oliva*  
**CHERRY ROSSETTE E. OLIVA**  
BAC VICE-CHAIR

**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)**

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Meals and Snacks for K to 12 Training for Untrained Teachers</b>				
	<b>Batch 1: November 11-12, 2022</b>				
	126 - Participants				
	12 - Resource speakers				
	<b>Batch 2: November 25-26, 2022</b>				
	123 - Participants				
	12 - Resource speakers				
	<b>Batch 3: December 2-3, 2022</b>				
	268 - Participants				
	12 - Resource speakers				
Lot 1	<b>Snacks for Participants</b> (2068 - 517 pax for 2 days with 2 snacks/day)	head	2068		
	<b>Meals and Snacks for Facilitators/Resource Speakers</b> (12 Facilitators x 3 Batches)	head	36		
	Specifications:				
	<b>For Participants:</b>				
	<b>Day 1</b>				
	<b>AM Snacks:</b> Fresh fruit juice and siopao				
	<b>PM Snacks:</b> Juice and sandwich				
	<b>Day 2</b>				
	<b>AM Snacks:</b> Fresh fruit juice and meat bread				
	<b>PM Snacks:</b> Fresh fruit juice and empanada				
	<b>For Facilitators/Resource Speakers:</b>				
	<b>Day 1</b>				
	<b>AM Snacks:</b> Fresh fruit juice and siopao				
	<b>PM Snacks:</b> Juice and sandwich				
	<b>Lunch:</b> Steamed rice, chicken adobo, fish tinola (tuna), vegetable salad, beef steak, fresh juice, fruits				
	<b>Day 2</b>				
	<b>AM Snacks:</b> Fresh fruit juice, meat bread				
	<b>PM Snacks:</b> Fresh fruit juice and empanada				
	<b>Lunch:</b> Steamed rice, Grilled tuna, Chicken adobo, mixed vegetable salad, fresh fruit juice and fruits in season				
	<b>Inclusive of water with dispenser and tarpaulin</b>				
	<b>SUBJECT TO WITHHOLDING TAX</b>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:

**RUBEN EVARRETTA / DOMINADOR ESPACIO / DIANA GRACE V. AMIGO**

\_\_\_\_\_ Date

\_\_\_\_\_ Company Name

\_\_\_\_\_ Telephone/Cellphone Number

\_\_\_\_\_ Printed Name/Signature of Authorized Representative

Date: \_\_\_\_\_