



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

REQUEST FOR QUOTATION

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the **"PROCUREMENT and DELIVERY of Catering Services for Project No. 24-06-060A: Lease of Real Property and Venue for the Development of IPED Learning Materials"** for CY 2024 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Sixty-Eight Thousand Pesos Only (P168,000.00)**.


Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than June 26, 2024, 9:30 AM** 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 **2024 Business/Mayor's Permit and PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at bac.digoscity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
BAC Chairperson

For and in the absence of the Chairperson


CLARENCE S. PILLERIN
BAC Vice-Chairperson

Date: **June 18, 2024**

Name of Company : _____
 Address : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-06-060A**

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) 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 SPECIFICATION

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.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
		Lease of Real Property and Venue for the:			
Lot 1		Development of IPED Learning Materials			
		Quality Assurance Phase and Revision of Contextualized Learning Activity Sheets for Aral. Pan., MAPEH, and EsP Grade 1 for Quarter 2 & 3 (July 11-12, 2024)			
	head	Day 1	30		
		Lunch: Rice, beef with brocolli, garlic chicken, fish fillet, and chopsuey, fresh fruits and drinks			
		AM Snacks: Special ensaymada with canned drinks			
		PM Snacks: Empanada with canned drinks			
		<i>With overflowing Coffee/Milo and Drinking water</i>			
	head	Day 2	30		
		Lunch: Rice, beef teriyaki, fried chicken, fish sweet and sour, chicken sotanghon soup, fresh fruits and drinks			
		AM Snacks: Bam-I with sliced bread with canned drinks			
		PM Snacks: Chicken sandwich with canned drinks			
		<i>With overflowing Coffee/Milo and Drinking water</i>			
		Inclusions: <i>Tarpaulin (6x8), sound system with microphone, tables and chairs</i>			
		<i>WiFi connectivity, and LCD projectors</i>			
		Conduct of Writeshop on Contextualization of Learning Activity Sheets for Aral. Pan., MAPEH, and EsP Grade 1 (August 15-17, 2024)			
	head	Day 1	40		
		Lunch: Rice, beef steak, tinolang chicken bisaya, chicken bola-bola, lumpia vegetable, macaroni salad, and drinks			
		AM Snacks: Special ensaymada with canned drinks			
		PM Snacks: Empanada with canned drinks			
		<i>With overflowing Coffee/Milo and Drinking water</i>			
	head	Day 2	40		
		Lunch: Rice, beef brocolli, garlic chicken, fish fillet and chicken chopsuey, fresh fruits and drinks			
		AM Snacks: Chicken siopao with canned drinks			
		PM Snacks: Chicken bihon with sliced bread with canned drinks			
		<i>With overflowing Coffee/Milo and Drinking water</i>			
	head	Day 3	40		
		Lunch: Rice, beef teriyaki, fried chicken, fish sweet and sour, chicken sotanghon soup, fresh fruits and drinks			
		AM Snacks: Bam-I with sliced bread with canned drinks			
		PM Snacks: Chicken sandwich with canned drinks			
		<i>With overflowing Coffee/Milo and Drinking water</i>			
		Inclusions: <i>Tarpaulin (6x8), sound system with microphone, tables and chairs</i>			
		<i>WiFi connectivity, and LCD projectors</i>			
	head	Conduct of Division Panaghiusa Festival of Talents on (October 11, 2024)	100		
		Lunch: Rice, beef steak, garlic chicken, fish fillet and tinolang chicken bisaya, fruit salad, and drinks			
		AM Snacks: Chicken sandwich with canned drinks			

	PM Snacks: Spaghetti with sliced bread and canned drinks <i>With overflowing Coffee/Milo and Drinking water</i>			
	Inclusions: Tarpaulin (4x8)			

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

Financial Offer	
Approved Budget for the Contract	
One Hundred Sixty Eight Thousand Pesos Only P168,000.00	In words: _____ _____ _____ In figures: _____

Payment Details:	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.
Banking Institution	
Account Number	
Account Name	
Branch	

SCHEDULE OF REQUIREMENTS	
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
Delivery of goods/supplies (enumerated under Technical Specifications)	July 11-12, August 15-17, and October 11, 2024

TERMS AND CONDITIONS:	
<p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.</p> <p>3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.</p> <p>4. Quotations exceeding the Approved Budget for the Contract shall be rejected.</p> <p>5. Award of 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.</p> <p>6. 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.</p> <p>7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.</p> <p>8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED 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.</p> <p>10. 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 chargeable to the contractor's account.</p>	

Signature over printed name

Position/Designation

Office Telephone/Fax/Mobile no.

Email address/es