

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 Training Venue, and Catering services for Project No. 24-07-077: Lease of Real Property and Venue, Meals and Snacks for the Training on Mental Health and Psyschosocial Support Services-Psychological First Aid" 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 Eighty-Six Thousand Four Hundred Pesos Only (₱86,400.00).

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 July 10, 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 <u>through facsimile</u> or <u>email at the</u> 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:

CHERRY ROSSETTE E. OLIVA

BAC Member

| | | | | | | Date: | July 5, 2024 | |
|--------------------|---|--|---|-----------------|-------------------|------------------------------|-------------------------------|--|
| | Company | | | | | | | |
| ddress | Chara/Cha | - LONG 19 - 1 | | | | | | |
| ame or . ddress | Store/Sho | · | | | | | | |
| IN | | | | | | | | |
| The second second | Registration | on Number : | | | | | | |
| FQ Num | | : | | | | | | |
| | | | | | | | | |
| | | | INSTRUCTIONS | | | | | |
| | (2) Do no (3) All teo requir (4) Failure | rements will disqualify your quo e to follow these instructions wi | in any way. ory. Failure to comply with any of | | | on evaluation. | | |
| ir/Mad fter hav | | lly read and accepted the Terms | and Conditions in the Request for | Quotation, her | eunder is ou | ur quotation for the it | em/s as follows: | |
| | | | TECHNICAL SPECIFIC | CATION | | | | |
| lease qu | ote your b | pest offer for the item/s below. | Please do not leave any blank item | s. Indicate "0" | if item bein | g offered is for free. | | |
| | | | | | | | | |
| Item | Unit | | Description | | Total Quantity | Unit Cost (Vat Inclusive) | Total Cost (Var Inclusive) | |
| | | Lease of Real Property and | Venue, Meals and Snacks for | the: | | | | |
| Lot 1 | | Turining on Montal Hankh | | inna Davidada | -11 | | | |
| Lot 1 | | First Aid | Mental Health and Psychosocial Support Services-Psyc | | | | | |
| | | Tilscalu | | | | | | |
| | head | Day 1 - July 18, 2024 | | | 72 | | | |
| | | | oup, grilled tuna, pork menudo, ch | icken adobo, fr | esh | | | |
| | | fruit medley, and fruit juice | do someta frica and arrays hites | | | | | |
| | | | da, camote fries, and orange juice with french fries, and calamansi juic | | | | | |
| | | THI SHEEKS: CHICKET SIOPEO V | ner recien mes, and calamansi jak | | | | | |
| | head | Day 1 - July 19, 2024 | | | | | | |
| | | | corn soup, sweet and sour tuna fi | sh, pork steak, | | | | |
| | | chicken afritada, macaroni sa | | | | | | |
| | | PM Snacks: Puto cheese with | pitchi pitchi, and mango juice | | | | | |
| | | Fee | | | | | | |
| | | Inclusive of: Overflowing coffee, tarpaulin for backdrop, sound system with 3 wireless microphones, pica-pica/finger food, WiFi, LCD projectore with screen whiteboard and markers. | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| The abo | ve quotea | prices are inclusive of all costs | and applicable taxes | | | | | |
| | | | Financial Offer | | | | | |
| Ap | proved B | Sudget for the Contract | | | | | | |
| | | | In words: | | | | | |
| Eighty | Six Thou | sand Four Hundred Pesos | | | | | | |
| | | Only | | | | | | |
| | P | 86,400.00 | 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 DECUIT | EMENTS | | |
| The delivery so | hedule exp | | | hereafter the delivery date to the project site. | | |
| SCHEDULE OF REQUIREMEN | NTS | | Delivery Schedule | | | |
| Delivery of goods/supplies (enume under Technical Specifications) | erated | July 18-19, 2024 | | | | |
| | | TERMS A | ND CONDI | TIONS: | | |
| Bidders shall provide correct and acc | urate infor | mation required in this f | form. | | | |
| 2. Price quotation/s must be valid for a | period of s | sixty (60) calendar days | from the da | te of submission of quotation. | | |
| 3. Price quotation/s, to be denominated | l in Philippi | ne peso shall include all | taxes, dutie | s and/or levies payable. | | |
| 4. Quotations exceeding the Approved I | Budget for | the Contract shall be re | jected. | | | |
| Award of contract shall be made to t consulting services) which complies wit | he lowest on the help in the minir | calculated and responsive mum technical specificat | re quotation tions and otl | (for goods and infrastructure) or, the highest rated offer (for ner terms and conditions stated herein. | | |
| 6. Any interlineations, erasures or over | writing sha | ll be valid only if they ar | e signed or | initialed by you or any of your duly authorized representative/s. | | |
| 7. The item/s shall be delivered according | ng to the r | equirements specified in | the Techni | al Specifications. | | |
| 8. The DepED shall have the right to ins | spect and/o | or to test the goods to c | onfirm their | conformity to the technical specifications. | | |
| In case two or more bidders are dete shall adopt and employ "draw lots" as the | ermined to he tie-brea | have submitted the Low king method to finally d | vest Calculat etermine th | ed Quotation/Lowest Calculated and Responsive Quotation, DepED e single winning provider in accordance with GPPB Circular 06-2005. | | |
| Payment shall be processed aff existing government accounting ru to the contractor's account. | ter delive lles and re | ry and upon the subn egulations. Please no | nission of to te that the | he required supporting documents, in accordance with e corresponding bank transfer fee, if any, shall be chargeable | | |
| | | | | | | |
| Signature over printed name | | | Office Telephone/Fax/Mobile no. | | | |
| Position/Designation | | | | Email address/es | | |
| | | | | | | |
| | | | | | | |