



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 Meals and Snacks for Project No. 24-08-094: Procurement and Delivery of Meals and Snacks for the Workshop on the Development of Literacy Learning Materials for Kindergarten and Conversion of Developed Literacy Learning Materials to Interactive"** 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 **Two Hundred Thousand Pesos Only (P200,000.00).**

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 August 27, 2024, 2:00 PM** 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: **August 22, 2024**

Name of Company : _____
 Address : _____
 Contact Number : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-08-094**

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.
- (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

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)
Lot 1		Procurement and Delivery of:			
		To be delivered at Conference Hall, Schools Division Office of Digos City except on Sept 20, Oct 4 and Oct 11-(Digos City NHS AVR)			
		Buffet type			
		Meals and Snacks for the Workshop on the Development of Literacy Learning Materials for Kindergarten on August 30-31, September 6-7, 20-21, and 27-28, 2024			
	head	DAY 1: AUG. 30, 2024	25		
		AM SNACKS: MANGO EMPANADA (2 PCS.), GREEN TEA APPLE JUICE			
		LUNCH: CHICKEN CHOPSUEY, HONEY GARLIC CHICKEN, FISH SWEET AND SOUR, GARDEN FRESH SALAD, KALAMANSI JUICE			
		PM SNACKS: BEEF SPAGHETTI W/ SLICE BREAD, PINEAPPLE JUICE			
	head	DAY 2: AUG. 31, 2024	25		
		AM SNACKS: PUTO PIZZA/ PALITAW, MANGO JUICE			
		LUNCH: BEEF POCHERO, FISH FILLET, CHICKEN CURRY, GINATAANG SALAD NA PUSO, FRESH FRUITS, FRESH MELON JUICE			
		PM SNACKS: JELLY ROLL ORANGE JUICE			
	head	DAY 3: SEPT. 6, 2024	25		
		AM SNACKS: PUTO MAYA W/ SLICE MANGO, HOT CHOCO			
		LUNCH: BEEF STEAK, CHICKEN BUFFALO, FISH TAUSI, ENSALADANG TALONG, FRESH FRUITS KALAMANSI JUICE			
		PM SNACKS: PENNE PASTA W/ SLICE BREAD, GREEN TEA APPLE JUICE			
	head	DAY 4: SEPT. 7, 2024	25		
		AM SNACKS: PUTO CHEEZE, PECHE-PECHE, FOUR SEASONS JUICE			
		LUNCH: BEEF AFRITADA, CHICKEN HAMONADA, BREADED FISH WITH WHITE SAUCE GARDEN SALAD FRESH FRUITS, DRINKS			
		PM SNACKS: PIZZA CHEEZE OVERLOAD W/ KROPEK CHIPS, KALAMANSI JUICE			
	head	DAY 5: SEPT. 20, 2024	25		
		AM SNACKS: MANGO EMPANADA (2 PCS.), GREEN TEA APPLE JUICE			
		LUNCH: CHICKEN CHOPSUEY, HONEY GARLIC CHICKEN, FISH SWEET AND SOUR, GARDEN FRESH SALAD, KALAMANSI JUICE			
		PM SNACKS: BEEF SPAGHETTI W/ SLICE BREAD, PINEAPPLE JUICE			
	head	DAY 6: SEPT. 21, 2024	25		
		AM SNACKS: PUTO PIZZA/ PALITAW, MANGO JUICE			
		LUNCH: BEEF POCHERO, FISH FILLET, CHICKEN CURRY, GINATAANG SALAD NA PUSO, FRESH FRUITS, FRESH MELON JUICE			
		PM SNACKS: JELLY ROLL ORANGE JUICE			
	head	DAY 7: SEPT. 27, 2024	25		
		AM SNACKS: PUTO MAYA W/ SLICE MANGO, HOT CHOCO			
		LUNCH: BEEF STEAK, CHICKEN BUFFALO, FISH TAUSI, ENSALADANG TALONG, FRESH FRUITS KALAMANSI JUICE			
		PM SNACKS: PENNE PASTA W/ SLICE BREAD, GREEN TEA APPLE JUICE			
	head	DAY 8: SEPT. 28, 2024	25		
		AM SNACKS: PUTO CHEEZE, PECHE-PECHE, FOUR SEASONS JUICE			
		LUNCH: BEEF AFRITADA, CHICKEN HAMONADA, BREADED FISH WITH WHITE SAUCE GARDN SALAD FRESH FRUITS, DRINKS			

		PM SNACKS: PIZZA CHEEZE OVERLOAD W/ KROPEK CHIPS, KALAMANSI JUICE		
		Meals and Snacks for the Workshop on the Conversion of Literacy Learning Materials to Interactive on October 4-5, 11-12, 18-19, and 25-26, 2024		
	head	DAY 9: OCT. 4, 2024	25	
		AM SNACKS: MANGO EMPANADA (2 PCS.), GREEN TEA APPLE JUICE		
		LUNCH: CHICKEN CHOPSUEY, HONEY GARLIC CHICKEN, FISH SWEET AND SOUR, GARDEN FRESH SALAD, KALAMANSI JUICE		
		PM SNACKS: BEEF SPAGHETTI W/ SLICE BREAD, PINEAPPLE JUICE		
	head	DAY 10: OCT. 5, 2024	25	
		AM SNACKS: PUTO PIZZA/ PALITAW, MANGO JUICE		
		LUNCH: BEEF POCHERO, FISH FILLET, CHICKEN CURRY, GINATAANG SALAD NA PUSO, FRESH FRUITS, FRESH MELON JUICE		
		PM SNACKS: JELLY ROLL ORANGE JUICE		
	head	DAY 11: OCT. 11, 2024	25	
		AM SNACKS: PUTO MAYA W/ SLICE MANGO, HOT CHOCO		
		LUNCH: BEEF STEAK, CHICKEN BUFFALO, FISH TAUSI, ENSALADANG TALONG, FRESH FRUITS KALAMANSI JUICE		
		PM SNACKS: PENNE PASTA W/ SLICE BREAD, GREEN TEA APPLE JUICE		
	head	DAY 12: OCT. 12, 2024	25	
		AM SNACKS: PUTO CHEEZE, PECHE-PECHE, FOUR SEASONS JUICE		
		LUNCH: BEEF AFRITADA, CHICKEN HAMONADA, BREADED FISH WITH WHITE SAUCE GARDN SALAD FRESH FRUITS, DRINKS		
		PM SNACKS: PIZZA CHEEZE OVERLOAD W/ KROPEK CHIPS, KALAMANSI JUICE		
	head	DAY 13: OCT. 18, 2024	25	
		AM SNACKS: MANGO EMPANADA (2 PCS.), GREEN TEA APPLE JUICE		
		LUNCH: CHICKEN CHOPSUEY, HONEY GARLIC CHICKEN, FISH SWEET AND SOUR, GARDEN FRESH SALAD, KALAMANSI JUICE		
		PM SNACKS: BEEF SPAGHETTI W/ SLICE BREAD, PINEAPPLE JUICE		
	head	DAY 14 : OCT. 19, 2024	25	
		AM SNACKS: PUTO PIZZA/ PALITAW, MANGO JUICE		
		LUNCH: BEEF POCHERO, FISH FILLET, CHICKEN CURRY, GINATAANG SALAD NA PUSO, FRESH FRUITS, FRESH MELON JUICE		
		PM SNACKS: JELLY ROLL ORANGE JUICE		
	head	DAY 15: OCT. 25, 2024	25	
		AM SNACKS: PUTO MAYA W/ SLICE MANGO, HOT CHOCO		
		LUNCH: BEEF STEAK, CHICKEN BUFFALO, FISH TAUSI, ENSALADANG TALONG, FRESH FRUITS KALAMANSI JUICE		
		PM SNACKS: PENNE PASTA W/ SLICE BREAD, GREEN TEA APPLE JUICE		
	head	DAY 16: OCT. 26, 2024	25	
		AM SNACKS: PUTO CHEEZE, PECHE-PECHE, FOUR SEASONS JUICE		
		LUNCH: BEEF AFRITADA, CHICKEN HAMONADA, BREADED FISH WITH WHITE SAUCE GARDN SALAD FRESH FRUITS, DRINKS		
		PM SNACKS: PIZZA CHEEZE OVERLOAD W/ KROPEK CHIPS, KALAMANSI JUICE		

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

Financial Offer	
Approved Budget for the Contract	
Two Hundred Thousand Pesos Only P200,000.00	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)	August 30-31, September 6-7, 20-21, and 27-28, 2024, and October 4-5, 11-12, 18-19, and 25-26, 2024

TERMS AND CONDITIONS:	
1. Bidders shall provide correct and accurate information required in this form.	
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.	
3. Price quotation/s to be documented in Philippine peso shall include all taxes, duties and/or fees payable.	

3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
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.
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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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.
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.**

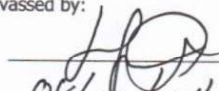
Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es

Canvassed by:



08/26/24
Date