



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 with Venue for Project No. 24-10-117-A: Procurement of Catering Services with Venue for the Development of 4th Quarter MAKABANSA Self-Learning Modules (SLMs) anchored to the MATATAG Curriculum"** 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 Thirty-Two Thousand Pesos Only (P132,000.00)**.

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 November 4, 2024, 2:30 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

Date: **October 29, 2024**

Name of Company : _____
 Address : _____
 Contact Number : _____
 Name of Store/Shop : _____
 Address : _____
 TTN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-10-117-A**

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:			
		Catering Services with Venue for the Workshop on the Development of Self-Learning Modules in MAKABANSA Quarter 4			
	head	November 5, 2024	15		
		AM Snacks: Sandwich, fresh fruit juice, and peanuts			
		Lunch: Rice, creamy beef, fried fish, and soda			
		PM Snacks: Biko, kutsinta, and fruit juice			
	head	November 6, 2024	15		
		AM Snacks: Puto maya, and sikwate			
		Lunch: Rice, pancit canton pork, fish fillet, chicken curry			
		PM Snacks: Pizza and soda			
	head	November 7, 2024	15		
		AM Snacks: Pie and canned juice			
		Lunch: Rice, chicken barbecue, salad, and fish soup			
		PM Snacks: Sandwich, besuto cracker, and fresh fruit juice			
	head	November 8, 2024	15		
		AM Snacks: Puto maya, sikwate, and peanuts			
		Lunch: Rice, fish fillet, salad, beef soup, and soda			
		PM Snacks: Pie, peanuts, and fresh fruit juice			
	head	November 9, 2024	15		
		AM Snacks: Sandwich, besuto cracker, fruit shake			
		Lunch: Rice, pork adobo with egg, fish fillet, salad, and soda			
		PM Snacks: Pizza, sida, and nut			
	head	November 21, 2024	15		
		AM Snacks: Puto maya, sikwate, and peanuts			
		Lunch: Rice, salted fried chicken, pork mechado, soup, and soda			
		PM Snacks: Bihon and bread, canned juice			
Lot 2		Catering Services with Venue for the Workshop on the Evaluation and Finalization of Self-Learning Modules in MAKABANSA Quarter 4			
	head	November 22, 2024	15		
		AM Snacks: Puto maya, camote fries, and sikwate			
		Lunch: Rice, chicken bisaya sabaw, fish fillet, pako, and soda			
		PM Snacks: Saging fries cut coated with sugar, fresh buko juice			
	head	November 23, 2024	15		
		AM Snacks: Macaroni salad, and fresh fruit juice			
		Lunch: Rice, chopsuey, fried chicken, soup, and soda			
		PM Snacks: Pie and canned juice			
	head	November 24, 2024	25		
		AM Snacks: Camote fries cut coated with sugar, and iced tea			
		Lunch: Rice, creamy beef, chicken fillet, and soup			
		PM Snacks: Pizza, soda, and peanut			
	head	November 27, 2024	25		
		AM Snacks: Sandwich, peanuts, fresh fruit juice			
		Lunch: Rice, monggos, fish fillet, fried sliced pork chop, and soda			
		PM Snacks: Saging fries cut coated with sugar, fresh buko juice			

	head	November 28, 2024	25		
		AM Snacks: Puto maya, sikwate, besuto cracker			
		Lunch: Rice, pork ribs sabaw, drumstick fried chicken, pancit canton with liver, and soda			
		PM Snacks: Fresh fruit salad, and fresh fruit juice			
	head	November 29, 2024	25		
		AM Snacks: Durian pie, and fresh buko juice			
		Lunch: Chopsuey, fried chicken, lumpia shanghai			
		PM Snacks: Pizza, besuto cracker, and soda			

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

Financial Offer	
Approved Budget for the Contract	In words: _____
One Hundred Thirty Two Thousand Pesos Only	In figures: _____
P132,000.00	

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)	November 5-9, 21-24, & 27-29, 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 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:

Signature over printed name

Date