



Department of Education
Region XII

DIVISION OF SOUTH COTABATO
City of Koronadal

Tel. Nos. (083) 228-3742, 228-3801, Fax Nos. (083) 228-5919, 228-6458



Date: March 27, 2019
RFQ No.: DSC-19-03-044
Mode of Procurement: NP-SVP

Request for Quotation (RFQ)

I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Submission of this duly signed quotation with your eligibility documents is not later than **10:00 a.m.** of _____ at Bids and Awards Committee Office (BAC), DepEd South Cotabato Division, Alunan Ave., Koronadal City. Open quotation may be submitted, manually or through facsimile-083 228 3742 or email at bacsec_depedsocot@yahoo.com. Quotation that exceeds the approved budget for the contract (ABC) (per item/per lot) shall be rejected. Evaluation and award shall be done on a (per item/**per lot**) basis. For more information please call us at Telephone Nos.: (083) 228-3742, c/o **Mary Jane C. Sunga**, BAC-Secretariat Head. Prospective supplier shall be responsible to verify herein items from DepEd.- So. Cot. Division, Property and Supply Unit c/o **Mr. Ray O. Lloren**, Administrative Officer IV - Supply Officer / BAC - Secretariat at Telephone No. (083) 228-5269.

LALAIN SJ. MANUNTAG, Ph.D

Chief, CID

Bids and Awards Committee - Chairperson

II. Particulars

Item/ Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Brand and Model No.	Unit price	TOTAL PRICE in Pesos (Qty x Unit Price)
1	Supply and Delivery of Meals and Snacks for the conduct of Seminar-Workshop on Understanding and Defining the Organization Performance on April 8-12, 2019 at DepEd-Division of So. Cot. Conference Hall	101,500.00	58	pax			
	Inclusions:						
	1 Lunch						
	2 Snacks (a.m & p.m)						
	with free flowing coffee						
	Tables with table cloth good for 58 pax						
	X-X-X-X-X						
	Note:						
	1. Use only Biodegradable containers/packaging						
	2. For Drinks: Water & Fruit Juices only (No softdrinks)						
	X-X-X-X-X-X-X-X-X-X						
For: Seminar-Workshop on Understanding and Defining the Division's Organization Performance on April 8-12, 2019.							
TOTAL AMOUNT IN FIGURES:							
TOTAL AMOUNT IN WORDS:							

Terms and Conditions:

1. Delivery Period: *Three (3) Calendar days from Supplier's receipt of Purchase Order (PO)*
2. Delivery Site: *Supply Office, DepEd-Division of South Cotabato, Alunan Ave., Koronadal City*
3. Price Validity: *120 days from submission of quotation*

4. Warranty: 6 months for supplies & materials; 1 year for equipment, from the date of acceptance by the procuring entity.

5. Payment Term: 15 Days

(see back page)

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Business Name: _____

Address: _____ TIN: _____

Tel. No.: _____ Fax No.: _____ e-mail: _____

Supplier's signature over printed name: _____ Date: _____

Canvasser: _____

NOTE: Please attach the following eligibility requirements upon submission of quotation.

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|---|--|
| 1 PhilGeps Registration No.: _____ | 5 Certificate of Tax Exemption (for Cooperatives) |
| 2 Mayor's Permit/Business Permit | 6 Certificate of Compliance/Good Standing (for Cooperatives) |
| 3 DTI (if sole proprietorship) | 7 Omnibus Sworn Statement (for lowest bidder for NP-SVP) |
| 4 Income & Business Tax Returns & BIR Cert. of Registration | |

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____