



**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: April 24, 2019  
RFQ No.: DSC-19-04-059  
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 **Ms. Mary Jane C. Sunga**, BAC-Secretariat Chairperson. 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.

**LALAINÉ 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 DepEd-South Cotabato	103,250.00	59	pax			
	Capability Building Seminar on Understanding						
	the Organization's Interested Parties at						
	DepEd-Division of So. Cot. Conference Hall						
	<b>Inclusions:</b>						
	1 Lunch						
	2 Snacks (a.m & p.m)						
	with free flowing coffee						
	Tables with table cloth good for 59 pax						
	x-x-x-x-x						
	<b>Note:</b>						
	<b>1. Use only Biodegradable containers/packaging</b>						
	<b>2. For Drinks: Water &amp; Fruit Juices only</b>						
	<b>(No softdrinks)</b>						
	x-x-x-x-x-x-x-x-x						

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

#### **Terms and Conditions:**

1. Delivery Period: Five (5) 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.**

- |   |   |
|---|---|
| 1 PhilGeps Registration No.: _____                                | 5 Certificate of Tax Exemption (for Cooperatives) _____         |
| 2 Mayor's Permit/Business Permit _____                            | 6 Certificate of Compliance/Good Standing (for Cooperativ _____ |
| 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