



**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: June 26, 2019  
RFQ No.: DSC-19-06-083  
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 **1:00 p.m. of July 1, 2019** 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 at Telephone No. (083) 228-5269.

  
**LALAIN S.J. MANUNTAG, Ph.D**

Chief, CID

Bids and Awards Committee - Chairperson

**Instructions:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
- 3 Technical Specifications with asterisks (\*) 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.

**Legend:**

**\* Mandatory Requirements. Failure to comply with any of the mandatory requirements will disqualify your quotation.**

**II. Particulars**

Item/ Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Compliance		Unit price	TOTAL PRICE in Pesos (Qty x Unit Price)
					YES	NO		
1	Supply and Delivery of Meals and Snacks for the conduct of Writeshop on Process Management Part 1 on July 8-12, 2019 at DepEd-Division of So. Cot. Conference Hall	134,000.00	80	pax				
	<b>Inclusions:</b>							
	1 Lunch *							
	2 Snacks (a.m & p.m)*							
	with free flowing coffee *							
	and 10 bottles of purified water in a day*							
	Tables with table cloth good for 80 pax*							

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<b>Menu</b>							
<b>Day 1:</b>							
Lunch: Rice, Pork Adobo, Ubad Manok (Native)							
Chopsuey and Fruits*							
PM Snacks: Biko and Juice*							
<b>Day 2</b>							
AM Snacks: Chicken Sandwich and Juice*							
Lunch: Rice, Pampano Steamed Fish, Nilagang Baka							
Pinakbit and Tapiocca*							
PM Snacks: Palitaw w/ Bukayo and Juice*							
<b>Day 3</b>							
AM Snacks: Bihon and Juice*							
Lunch: Rice, Paksiw Tuna(Buntot), Chicken Curry							
Mixed Vegetables and Gelatin*							
PM Snacks: Empanada and Juice*							
<b>Day 4</b>							
AM Snacks: Palabok and Juice*							
Lunch: Grilled Fish (Tuna Belly), Beef Steak							
Laswa and Fruits*							
PM Snacks: Bicho-Bicho and Juice*							
<b>Day 5</b>							
AM Snacks: Chicken Molo and Juice*							
Lunch: Rice, Garlic Chicken, Grilled Bangus							
Ensaladang Talong and Fruits*							
PM Snacks: Sapin-Sapin and Juice*							
x-x-x-x-x-x							
<b>Note:</b>							
containers/packaging							
<b>2. For Drinks: Water &amp; Fruit Juices only</b>							
<b>(No softdrinks)</b>							
<b>TOTAL AMOUNT IN FIGURES:</b>							
<b>TOTAL AMOUNT IN WORDS:</b>							

**Terms and Conditions:**

1. Delivery Period: Five (5) Calendar days from Supplier's receipt of Purchase Order (PO)
2. Delivery Site: Conference Hall, 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

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 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 |        |  |

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