



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: July 24, 2019  
RFQ No.: DSC-19-07-I05  
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 29, 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.

For: *[Signature]*  
**LALAIN SJ. 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 Seminar-Writershop on Division Process Management- Defining Standards and Performance Risk and Resource Management on August 5-9, 2019 at DepEd-Division of So. Cot. Conference Hall							
	Day 1- Lunch and PM snacks	23,925.00	87	pax				
	Day 2-5 - AM Snacks, Lunch and PM Snacks	121,800.00	87	pax				
	<b>Inclusions:</b>							
	1 Lunch *							
	2 Snacks (a.m & p.m)*							
	with free flowing coffee and milo *							
	10 pieces bottled of purified water per day*							
	2- Purified water refill for water dispenser per day*							
	Tables with table cloth good for 87 pax*							
	Chairs with white seat cover good for 87 pax*							

1 2 3 4 5 6 7



<b>Menu</b>								
<b>Day 1:</b>								
<b>Lunch:</b> Rice, Steamed Pompano, Pinakbet and Fruits*								
<b>PM Snacks:</b> Tuna sandwich with lettuce and Juice *								
<b>Day 2</b>								
<b>AM Snacks:</b> Spaghetti and Juice*								
<b>Lunch:</b> Rice, Pork Adobo, Inubadang Manok(Native)								
Chopsuey and Mango Tapiocca*								
<b>PM Snacks:</b> Nilagang Saging and Juice*								
<b>Day 3</b>								
<b>AM Snacks:</b> Chicken sandwich and Juice*								
<b>Lunch:</b> Rice, Pork Spicy Spare Ribs,								
Lumpiang gulay, Fresh Lettuce Salad and Fruit Gelatin with Pineapple*								
<b>PM Snacks:</b> Empanada and Juice*								
<b>Day 4</b>								
<b>AM Snacks:</b> Bihon and Juice*								
<b>Lunch:</b> Grilled Fish (Tuna Belly), Nilagang Baka								
Laswa and Leche Flan*								
<b>PM Snacks:</b> Kamote-cue and Juice*								
<b>Day 5</b>								
<b>AM Snacks:</b> Pineapple/Kamote Buchi and Juice*								
<b>Lunch:</b> Rice, Beef Caldereta, Grilled Bangus								
Ensaladang Talong and Fruits*								
<b>PM Snacks:</b> Pork Molo and Juice*								
<b>x-x-x-x-x</b>								
<b>Note:</b>								
<b>1. Use only Biodegradable containers/packaging</b>								
<b>2. For Drinks: Water &amp; Fruit Juices only (No Softdrinks)</b>								
<b>3. Use of crystal drinking glass and small cups for coffee and milo</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:** \_\_\_\_\_

**Tel. No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**TIN:** \_\_\_\_\_

**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 Cooperative) |
| ____ 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                           |