



Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO

Date: November 5, 2019  
RFQ No.: DSC-19-10-179  
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 November 11, 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 **bac.southcotabato@deped.gov.ph**. 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:

**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**

Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Compliance (Please Check)		TOTAL PRICE in Pesos (Qty x Unit Price)
					YES	NO	
1	Supply and delivery of meals and snacks for the conduct of:	<b>484,350.00</b>					
	<b>1. Capability Building Workshop on QMS</b>						
	<b>Implementation - Capacity Assessment</b>						
	<b>Part II on November 25-29, 2019</b>						
	Day 1- AM Snacks, Lunch and PM snacks	350.00	<b>93</b>				
	Day 2-5 - AM Snacks, Lunch and PM Snacks	per pax/day					

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<b>2. Capacity Building Workshop on QMS</b>						
<b>Implementation cum Stage 1 3rd Party</b>						
<b>Audit on December 2-6, 2019</b>						
Day 1- Lunch and PM snacks	350.00	<b>96</b>				
Day 2-5 - AM Snacks, Lunch and PM Snacks	per pax/day					
<b>3. Capacity Building Workshop on QMS</b>						
<b>Implementation cum Stage 1 3rd Party</b>						
<b>Audit on December 16-20, 2019</b>						
Day 1- Lunch and PM snacks	350.00	<b>96</b>				
Day 2-5 - AM Snacks, Lunch and PM Snacks	per pax/day					
<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 93 pax on November 25-29, 2019, 96 pax on December 2-6, 2019 and December 16-20, 2019 *						
Chairs with white seat cover good for 93 pax on November 25-29, 2019, 96 pax on December 2-6, 2019 and December 16-20, 2019*						
<b>Menu</b>						
<b>November 25-29, 2019 for 93 pax</b>						
<b>Day 1:</b>						
<b>AM Snacks:</b> Ham and Cheese Sandwich and Fruit Juice*						
<b>Lunch:</b> Rice, Garlic Chicken, Pancit, Fish Sinigang and Leche Flan*						
<b>PM Snacks:</b> Maja Blanca and Fruit Juice *						
<b>Day 2</b>						
<b>AM Snacks:</b> Palabok with Puto and Fruit Juice*						
<b>Lunch:</b> Rice, Fish Fillet, Inubadang Manok(Native) Fresh Lettuce Salad with Fruits and Fruits*						
<b>PM Snacks:</b> Sandwich with chips and Fruit Juice*						
<b>Day 3</b>						
<b>AM Snacks:</b> Cassava Cake and Fruit Juice*						
<b>Lunch:</b> Rice, Beef Caldereta, Chopsuey (no shrimps) Steamed Pampano and Sweet Banana*						
<b>PM Snacks:</b> Chicken Molo and Fruit Juice*						
<b>Day 4</b>						
<b>AM Snacks:</b> Suman and FruitJuice*						
<b>Lunch:</b> Rice, Grilled Fish (Tuna Belly), Chicken Adobo, Laswa and Tapiocca*						
<b>PM Snacks:</b> Spaghetti and Fruit Juice*						

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<b>Day 5</b>						
<b>AM Snacks:</b> Egg Pie and Fruit Juice*						
<b>Lunch:</b> Rice, Beef Steak , Grilled Bangus						
Ensaladang Talong and Fruits*						
<b>PM Snacks:</b> Empanada and Fruit Juice*						
<b>December 2-6, 2019 for 96 pax</b>						
<b>Day 1:</b>						
<b>Lunch:</b> Rice, Pinakbet, Steamed Pompano						
Nilagang Baka and Leche Flan *						
<b>PM Snacks:</b> Spaghetti with bread and Fruit Juice *						
<b>Day 2</b>						
<b>Am snacks:</b> Pancit with bread and Fruit Juice*						
<b>Lunch:</b> Rice, Grilled Fish Tuna, Native Chicken Adobo						
Fresh Lettuce Salad with Fruits and Tapiocca*						
<b>PM Snacks:</b> Puto and Kutsinta and Fruit Juice*						
<b>Day 3</b>						
<b>AM Snacks:</b> Cassava Cake and Fruit Juice*						
<b>Lunch:</b> Rice,Beef Caldereta, Chopsuey (no shrimps)						
Fried Chicken and Sweetned Banana*						
<b>PM Snacks:</b> Chicken Molo and Fruit Juice*						
<b>Day 4</b>						
<b>AM Snacks:</b> Biko and Fruit Juice*						
<b>Lunch:</b> Rice, Beef Steak, Fish Sinigang						
Canton mixed with Veggies and Leche Flan*						
<b>PM Snacks:</b> Chicken Sandwich with chips and Fruit Juice*						
<b>Day 5</b>						
<b>AM Snacks:</b> Egg Pie and Fruit Juice*						
<b>Lunch:</b> Rice, Inubadang Manok (native)						
Grilled Bangus, Ensaladang Talong and Fruits*						
<b>PM Snacks:</b> Palabok with puto and Fruit Juice*						
<b>December 16-20, 2019 for 96 pax</b>						
<b>Day 1:</b>						
<b>Lunch:</b> Rice, Chicken in Teriyaki Sauce, Fish						
Sinigang and Leche Flan*						
<b>PM Snacks:</b> Chicken Siopao and Fruit Juice *						
<b>Day 2</b>						
<b>Am snacks:</b> Palabok with puto and Fruit Juice*						
<b>Lunch:</b> Rice, Fish Fillet, Inubadang Manok (native)						
Canton with mixed Veggies and Tapiocca*						
<b>PM Snacks:</b> Chicken Sanwich with chips and Fruit Juice*						



<b>Day 3</b>						
<b>AM Snacks:</b> Spaghetti with bread and Fruit Juice*						
<b>Lunch:</b> Rice, Beef Afritada, Grilled Tuna						
Fresh Lettuce Salad with Fruits and Sweetened Banana*						
<b>PM Snacks:</b> Chicken Molo and Fruit Juice*						
<b>Day 4</b>						
<b>AM Snacks:</b> Egg Pie and Fruit Juice*						
<b>Lunch:</b> Rice, Native Chicken Adobo, Nilagang						
Baka, Steamed Veggies and Fruits*						
<b>PM Snacks:</b> Puto and Kutsinta and Fruit Juice*						
<b>Day 5</b>						
<b>AM Snacks:</b> Pansit with bread and Fruit Juice*						
<b>Lunch:</b> Rice, Beef Steak, Steamed Pompano						
Ensaladang Talong and Fruits*						
<b>PM Snacks:</b> Beef/Chicken Siomai and Fruit Juice*						
<b>Note:</b>						
1. Use only Biodegradable containers/packaging						
2. For Drinks: Water & Fruit Juices only (No Softdrinks)						
3. Use of crystal drinking glass and small cups for coffee and milo						
<b>TOTAL AMOUNT IN FIGURES:</b>						
<b>TOTAL AMOUNT IN WORDS:</b>						

**Terms and Conditions:**

1. Delivery Period: **Three (3) 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.: _____                | ____ 6 Certificate of Tax Exemption (for Cooperatives)            |
| ____ 2 Mayor's Permit/Business Permit                  | ____ 7 Certificate of Compliance/Good Standing (for Cooperatives) |
| ____ 3 DTI (if sole proprietorship)                    | ____ 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP      |
| Income & Business Tax Returns (for ABCs                | with ABCs above 50k and Emergency Cases with ABCs above 500k)     |
| ____ 4 above 500K)                                     |   |
| ____ 5 BIR Certificate of Registration (BIR Form 2303) | 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ 7 ____                  |