

Republic of the Philippines Department of Education

DIVISION OF SOUTH COTABATO

Date: RFQ No.: January 3, 2020

DSC-20-01-02

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 eligibilty documents is not later than 1:00 p.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 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) 228-9224, 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.

Chairperson, BAC-AMP

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 wil disqualify your entire quotation.

Legend:

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

II. Particulars

| Lot No. | Item Description / Technical Specification | Approved Budget for the Contract (ABC) in Php. | Quantity | Unit of Issue | Unit | Complian Check (Yes/No | in Pesos |
|---------|---|--|----------|------------------|------|------------------------------|----------|
| 1 | Supply and delivery of meals and snacks for | | | lot | | | |
| | the conduct of Capability Building Workshop | | | | | | |
| | on QMS Implementation- Capacity Assessmen | it | | | | | |
| | Part II on January 20-24, 2020 | | | | | | |
| | no. of pax: 96 | | | | | | |
| | Inclusions: | | | | | | |
| | Day 1 - Lunch and PM Snacks* | 26,400.00 | 96 | pax | | | |
| | Day 2-5 - AM Snacks, Lunch and PM Snacks | 134,400.00 | 96 | pax | | | |
| | with free flowing coffee and chocolate drink* | | | | | | |
| | 10 bottles of purified water in a day* | | | | | | |
| | 2 purified water refill for water dispenser per day* | | | | | | |
| | Tables and chairs with cover (white) for 96 pax* | | | | | | |
| | Note: | | | | | | |
| | 1. Use only Biodegradable containers/packaging | | | | | | |
| | 2. For Drinks: Water & Fruit Juices only (No Softdrin | iks) | | | | | |
| | 3. Use of crystal drinking glass and small cups for coffee and milo | | | | | | |
| | X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X- | | | | | | |

TOTAL AMOUNT IN FIGURES

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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: Division Conference Hall, DepEd-Division of South Cotabato, Alunan Ave., Koronadal City
- 3. Price Validity: 120 days from submission of quotation

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- 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

| 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 eligibilit | ty 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) Income & Business Tax Returns (for ABCs | 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP with ABCs above 50k and Emergency Cases with ABCs above 500k) | | | | |
| 4 above 500K) | | | | | |