



Republic of the Philippines  
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: November 26, 2020  
RFQ No.: DSC-20-11-219

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. Sealed quotations with documentary requirements must be submitted not later than \_\_\_\_\_ of \_\_\_\_\_ at Bids and Awards Committee Office (BAC), DepEd-Schools Division of South Cotabato, Alunan Avenue, Koronadal City. 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. Kier Aleli C. Pantaliano**, BAC-Secretariat Head. 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.

*ht 28*  
**JASMIN P. ISLA**  
BAC Chairperson

**Instructions:**

1. Accomplish this RFQ correctly and accurately. Entries must be written legibly.
2. Do not alter the contents of this form in any way.
3. All bids and attached documents shall be in a sealed envelope.
4. Failure to follow these instructions will disqualify your entire quotation.

**II. Particulars**

| Item/<br>Lot No. | Item Description / Technical Specification  | Approved<br>Budget for<br>the Contract<br>(ABC) in Php. | Quantity | Unit of<br>Issue | Compliance<br>(Please Check) |    | TOTAL PRICE<br>in Pesos<br>(Qty x Unit<br>Price) |
|------------------|---|---|----------|------------------|------------------------------|----|--|
|                  |   |   |          |                  | YES                          | NO |  |
| 1 Lot            | <b>Supply and Delivery of Meal Snacks (Buffet) for the conduct of 3-Day Curriculum Implementation Division Year-End IPCR Review and Development of Technical Design on December 14-16, 2020</b> | <b>69,960.00</b>  | 53       | pax              |                              |    |  |
|                  | Menu:   |   |          |                  |                              |    |  |
|                  | Day 1   |   |          |                  |                              |    |  |
|                  | AM Snacks: Bihon Guisado w/ sliced Bread and Fruit Juice*   |   |          |                  |                              |    |  |
|                  | Lunch: Rice Sefood Chowder, Cauliflower Au Gratin, Tinolang Manok, Grilled Pork Belly and Fruit Juice*  |   |          |                  |                              |    |  |
|                  | PM Snacks: Banana Cake and Mango Tapioca* (with Free Flowing Coffee/ Milo)  |   |          |                  |                              |    |  |
|                  | Day 2   |   |          |                  |                              |    |  |
|                  | AM Snacks: Lomi w/ Toasted Bread and Fruit Juice*   |   |          |                  |                              |    |  |
|                  | <b>Page 2 follows</b>   |   |          |                  |                              |    |  |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Lunch: Rice, Cream Carrot, Vegetable Spring Roll, Baked Lasagna, stir Fried Beef w/ Broccoli and Fruit Juice* |  |  |  |  |  |  |
| PM Snacks: Chicken Sandwich and Buko Pandan Gelatin*  |  |  |  |  |  |  |
| (with Free Flowing Coffee/ Milo)  |  |  |  |  |  |  |
| Day 3   |  |  |  |  |  |  |
| AM Snacks: Pancit Canton w/ Sliced Bread and Fruit Juice*   |  |  |  |  |  |  |
| Lunch: Rice, Cream of Mushroom, Seafood Chopsuey, Grilled Chicken, Almond Gelatin and Fruit Juice*            |  |  |  |  |  |  |
| PM Snacks: Chicken Sotanghon w/ Bread and Fruit Juice*  |  |  |  |  |  |  |
| (with Free Flowing Coffee/ Milo)  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| <b>Note:</b>  |  |  |  |  |  |  |
| 1. Use only Biodegradable containers/packaging  |  |  |  |  |  |  |
| 2. For Drinks: Water & Fruit Juices only (No Softdrinks)  |  |  |  |  |  |  |
| 3. Use only 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 day from Supplier's receipt of Purchase Order**
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**
6. Price is inclusive of all costs and applicable taxes.

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

**Supplier's Business Name:** \_\_\_\_\_ **PhilGEPS Reg. no.** \_\_\_\_\_

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

**Tel. No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_ **E-Mail** \_\_\_\_\_ **Vat** \_\_\_\_\_ **Non-Vat** \_\_\_\_\_

**Supplier's signature over printed name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Canvasser:** IRA KEVIN H. OREGANO

**DOCUMENTARY REQUIREMENTS**

**Please attach the following documentary 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-SVI       |
| 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 \_\_\_