



Republic of the Philippines  
**Department of Education**

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO


Date: November 6, 2024

RFQ No.: DSC-24-11-225

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 **10:00 a.m.** of NOV 11 2024 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 **Leomel B. Ledda**, 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.

  
**LEVI B. BUTIHEN**  
 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**

Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Unit price	Check		TOTAL PRICE in Pesos (Qty x Unit Price)
						YES	NO	
1	<b>Supply and Delivery of Meals and Snacks</b>	<b>229,500.00</b>	<b>1</b>	<b>lot</b>				
	<b>14-Nov-24</b>		459	pax				
	AM Snacks, Lunch and PM Snacks							
	<b>AM Snacks: Buko Pie and Fruit Juice*</b>							
	<b>Lunch: Sauteed Mixed Vegetables, Beef Steak, Chicken Afritada, Garlic Shrimp, Steamed Rice, Fresh Fruits and water*</b>							
	<b>PM Snacks: Chicken Sotanghon guisado with Toasted bread and Fruit Juice*</b>							
	<i>x-x-x-x nothing follows x-x-x-x</i>							
For the conduct of 2024 THIRD DIVISION MANAGEMENT COMMITTEE (DMANCOM) Meeting on November 14, 2024								
<b>TOTAL AMOUNT IN FIGURES:</b>								
<b>TOTAL AMOUNT IN WORDS:</b>								

**Terms and Conditions:**

1. Delivery Period: **On November 14, 2024**
2. Delivery Site: **Barangay Kipalbig, Gymnasium, Tampakan, South Cotabato**
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:** \_\_\_\_\_

**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-SVP       |
| ___ 4 Income & Business Tax Returns (for ABCs with ABCs above 50k and Emergency Cases with ABCs above 500k) |   |
| ___ 5 BIR Certificate of Registration (BIR Form 2303)   |   |

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_