



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: March 20, 2025
RFQ No.: DSC-25-03-036
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 MAR 25 2025 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 **Mr. 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	
	Supply and Delivery of Meals and Snacks	16,800.00	1	Lot				
1	April 5, 2025.		48	pax				
	AM Snacks: <i>Suman with mango and drinks in can*</i>							
	Lunch: <i>Rice, Beef Nilaga, Fried Chicken, Fried Bangus, Macaroni salad*</i>							
	<i>x-x-x-x nothing follows x-x-x-x</i>							
For the conduct of Division Federated Supreme Secondary and Elementary Learner Government Election of Officers (Learners and Teacher-Advisers) for SY 2025-2026 on April 5, 2025								
TOTAL AMOUNT IN FIGURES:								
TOTAL AMOUNT IN WORDS:								

Terms and Conditions:

- 1. Delivery Period: **On April 5, 2025**
- 2. Delivery Site: **Conference Hall - Schools Division of 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.: _____
- ___ 2 Mayor's Permit/Business Permit
- ___ 3 DTI (if sole proprietorship)
- ___ 4 Income & Business Tax Returns (for ABCs
- ___ 5 BIR Certificate of Registration (BIR Form 2303)
- ___ 6 Certificate of Tax Exemption (for Cooperatives)
- ___ 7 Certificate of Compliance/Good Standing (for Cooperatives)
- ___ 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP with ABCs above 50k and Emergency Cases with ABCs above 500k)

1 ___ 2 ___ 3 ___ 4 ___ 5 ___