



Republic of the Philippines
Department of Education
 REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

W/2025

BIDS AND AWARDS COMMITTEE

Request for Quotation for Goods and Services

Purchase Request No. : **2025-049**

Date: **March 10, 2025**

To: All Eligible Suppliers

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

DELFIN A. BONDAD
 BAC Chairman

Signature over Printed Name
 Canvasser _____

TERMS & CONDITIONS

A. Submission of Requirements

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
 - a. Philgeps Registration
 - b. DTI/SEC Registration
 - c. Mayor's Permit/Business Permit
 - d. Tax Clearance Certificate
 - e. PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

1. Quotation shall be compared and evaluated based on the following criteria:
 - a. Completeness of Submission
 - b. Compliance with Technical Specifications
 - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

C. Award

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

D. Delivery

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
 - a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
 - b. Original and 4 copies of Delivery receipts
 - c. Original Statement of Accounts
 - d. Approved Purchase Order
 - e. Warranty Certificate

E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

F. Inspection

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

H. Warranty

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

I. Payment

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D Delivery*.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **PhP 63,000.00**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	PROCUREMENT OF MEALS AND VENUE FOR THE WORKSHOP ON UPDATING THE SKILLS OF BOOKKEEPERS AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT						
	Menu:						
1	APRIL 20, 2025	15	pax	600.00			
	AM Snack						
	1 regular serving pancit bato						
	1 regular serving custard cake						
	1 tetra pack pineapple juice, 240 ml						
	Lunch						
	1 cup steamed rice						
	1 regular serving fish(lapu-lapu, maya- maya) kusido						
	1 regular serving adobong beans						
	1 regular serving beef steak						
	1 pc ponkan						
	PM Snack						
	2 pcs of turon with peanut butter						
	6 pcs potato wedges without bread crumbs						
	1 bottle juice/flavored drink, 240 ml						
2	APRIL 24, 2025	45	pax	600.00			
	AM Snack						
	1 serving pancit bihon						
	1 regular serving latik						
	1 tetra pack apple, 240 ml						
	Lunch						
	1 cup steamed rice						



San Roque, Viran, Catanduanes
053-874053
catanduanes@deped.gov.ph
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ITEM NO	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	1 regular serving pork humba						
	1 serving fried fish (maya-maya)						
	1 regular serving stir-fry vegetable with tofu						
	1 serving mixed fruits						
	1 pc kalamansi green tea, 240 ml						
	PM Snack						
	1 regular serving pancit palabok						
	1 pc toasted siopao						
	1 canned 4 seasons juice, 240 ml						
3	APRIL 25, 2025	45	pax	600.00			
	AM Snack						
	1 serving spaghetti (italian)						
	1 regular serving banana cake						
	1 pc flavored drink/juice 230 ml						
	Lunch						
	1 cup steamed rice						
	1 regular serving beef caldereta						
	1 half fried galunggong						
	1 regular serving pinakbet						
	1 pc ripe banana						
	PM Snack						
	1 serving egg sandwich						
	6 pcs potato wedges						
	1 pc flavored drink/juice 230 ml						
	Venue						
	1. One (1) conducive airconditioned room to host a 2-day training						
	2. with strong, fast, and reliable Wi-Fi Connectivity of 50mbps to be determined during the evaluation of BID Proposal						
	3. with free tarpaulin measures 8 x 8 feet						
	4. 2 pcs of whiteboard/blackboard with stand for the publishing of outputs and 4 pcs of whiteboard marker and eraser						
	5. The venue can accommodate up to at least 37 participants						
	6. with clean comfort rooms and with toiletries						
	7. with at least 3 available extension wire						
	8. with standby generators in case of power interruption so that the activity can continue						
	9. with an available medical team (registered nurse) throughout the activity, with basic medicines, and a stand-by-emergency vehicle during the entire activity						
	10. Functional, clear sound system						
	Meals Inclusions						
	1. With assisted buffet for participants/guests						
	2. With free 5 buffer meals for the PMT's/RP's						
	3. Complimentary unlimited drinking water, two (2) clean water dispensers throughout the activity						
	4. Unlimited brewed coffee, creamer, tea, choco and candies						

						TOTAL	

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s

Supplier's Company Name: _____
 Philgeps Registration Number: _____ TIN _____
 Address: _____
 Telephone/Cellphone Number: _____ Email: _____
 Supplier or Authorized Representative: _____
 Signature over Printed Name: _____ Date: _____

Note: A Special Power of Attorney is required for the Authorized Representative



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