




Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES  
**BIDS AND AWARDS COMMITTEE (BAC)**  
 San Roque, Virac

**REQUEST FOR QUOTATION**

Date: **February 21, 2024**  
 Quotation No/PR No. **026**

**To all Eligible Suppliers:**

- Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in a sealed envelope not later than **February 23, 2024** at DepEd, Division of Catanduanes, Virac, Catanduanes. Upon receipt of at least three (3) quotations, the BAC shall open the quotations. Prospective supplier shall be responsible to verify the quoted items from DepEd, Catanduanes.

  
**MARY JEAN S. ROMERO**  
 BAC Vice-Chairman

Item No.	ITEMS & DESCRIPTION	QTY	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL PRICE
1.	<b>Food and Venue- March 11-15, 2024</b>  <b><i>ONBOARDING OF NON-TEACHING PERSONNEL</i></b>  <b>Day 1- 54 pax</b> <b>Day 2- 50 pax</b> <b>Day 3- 56 pax</b> <b>Day 4- 54 pax</b> <b>Day 5- 53 pax</b>				
	<b>MENU:</b> <b>DAY 1</b> Snacks- AM= Creamy carbonara, garlic bread, cucumber juice Lunch= Plain rice, humba, fried eggplant in oyster sauce, fish steak, buko lychee salad, blue lemonade Snacks-PM= Clubhouse sandwich, French fries, pineapple juice  <b>DAY 2</b> Snacks- AM= Pancit canton guisado, bread, cucumber juice Lunch= Plain rice, pork kare-kare, cordon bleu, crab and corn soup, fresh mixed fruits, orange juice Snacks-PM= Chesse burger, potato chips, pomelo juice  <b>DAY 3</b> Snacks- AM= Ginataang halo-halo, chips, pineapple juice Lunch= Plain rice, garlic soy chicken, beef nilaga, grilled fish, banana, four season juice Snacks-PM= Dinuguan and puto, pink lemonade				

<p><b><u>DAY 4</u></b>  Snacks- AM= Creamy macaroni soup, bread, juice  Lunch= Plain rice, sweet and sauce fish fillet, pork steak, ginataang langka, creamy mango sago, blue lemonade  Snacks-PM= Tuna sandwich, potato chips, pink lemonade</p> <p><b><u>DAY 5</u></b>  Snacks- AM= Chicken sotanghon, garlic bread, pink lemonade  Lunch= Plain rice, honey soy chicken, bicol express, special laing, pineapple juice  Snacks-PM= Macaroni salad and crackers, cucumber juice</p> <p><b>Terms and Condition for the Supplier</b></p> <ol style="list-style-type: none"> <li>1. Venue that accommodates up to 100 participants</li> <li>2. Free tarpaulin</li> <li>3. Seminar-type venue with tables of 5-7 seaters each</li> <li>4. Functional, clear sound system, projector with white screen and clicker, extension wires</li> <li>5. Additional free food for 5 guests and inspectors</li> <li>6. Food service observing sanitation and hygiene</li> <li>7. Enough supply of drinking water, coffee, candies and chips</li> <li>8. Clean and regular sanitized toilets</li> <li>9. Provision for smooth and unimpeded access to PWDs and pregnant</li> </ol>				
<b>ABC= Php160,200.00</b>				

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

Supplier's Company Name: \_\_\_\_\_ TIN No. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Supplier's Authorized Representative

Signature over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Terms and Conditions**

**A. Submission of Requirements**

1. Sealed quotation and other requirement stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Division Office, Division of Catanduanes, Virac, Catanduanes.
2. Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation. Statement of Compliance must be accomplished by supplier.
  - b. PhilGEPS Registration Certificate
  - c. Valid Mayor's Permit
  - d. Tax Clearance Certificate

**B. Price Validity**

Price validity should be thirty (30) calendar days after the deadline of submission.

**C. Award**

The provider who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

**D. Evaluation of Quotations**

Quotation shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications
3. Price

**E. Instructions**

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be 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 date of receipt of notice to that effect. Thereafter, if the purchase order remains unclaimed, the PO shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
3. Supplier who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract 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 its IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject the liquidated damages for delayed deliveries.
5. All duties, excise and other 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.

**F. Delivery**

The scheduled delivery of the goods are subject to change. In case the seminar/training is reset, the program owner should inform the supplier, thus, the supplier should deliver the goods on the specified new date.

**G. Inspection**

1. All deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspection Team and the end-user. All costs undertaken by DepEd on the goods shall be to the account of the suppliers.

**H. 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 of delay of the delivery of the purchased goods.

**I. Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

**J. 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 documents.

After having carefully read and accepted your Request for Quotation and its Terms and Condition, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirement. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

Canvassed By: \_\_\_\_\_

Date: \_\_\_\_\_