

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: March 14, 2024 Quotation No/PR No. 50

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 <u>March 18, 2024</u> 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 JEANS. ROMERO BAC Vice-Chairman

		BAC Vice-Chairman			
Item No.	ITEMS & DESCRIPTION	QTY	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL
1,	Meals and Venue- March 20-26, 2024 DIVISION TRAINING WORKSHOP ON THE PREPARATION AND ADJUSTMENT OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN (SIP) FOR SY 2023-2028				
	MENU: Batch 1- DAY 1 Snacks-AM= Latik, canned juice Lunch = Plain rice, beef caldereta, fried chicken, string beans, fish fillet, korn soup, coffee jeely, canned juice Snacks-PM=Clubhouse sandwich, French fries, canned juice Dinner= Plain rice, pork menudo, ginataang gulay, sinigang (fish), juice, banana	=66 pax			
	Batch 1- DAY 2 Breakfast=Plain /garlic rice, chicken tocino, smoked fish, egg omelet, coffee/juice, banana Snacks-AM= Dinuguan, puto, water Lunch = Plain rice, humba, fried fish, ginataang langka, sotanghon soup, canned juice, fresh fruits Snacks-PM= Chicken burger, French fries, canned juice Dinner= Plain rice, sinigang (pork), fried	=66 pax			
	porkchop, pinakbet, juice, fresh fruits Batch 2- DAY 1 Breakfast=Plain/garlic rice, ginisa corned beef, fried hotdog, fried egg, coffee/juice, banana (15 pax PMT only) Snacks-AM= Carbonara, sandwich, canned Juice	=117 pax			

Lunch = Plain rice, baked spareribs in honey sauce, chicken teriyaki, baked		
fish, laing, mushroom soup,		
canned juice, banana Snacks-PM= Sotanghon guisado, bread,		
pineapple juice		1
Dinner= Plain rice, pork steak, fish fillet,	=117 pax	1
chopsuey, juice, fresh fruits	TI, pax	
SET POLITICAL DE COMPANY DE COMPA		
Batch 2- DAY 2		
Breakfast=Plain/garlic rice, pork longganisa,		
dried fish, egg omellet,		
coffee/juice, fresh fruits Snacks-AM= Chicken burger, French fries,		
cucumber juice		
Lunch = Plain rice, beef mechado, buttered		
chicken in honey sauce, chopsuey,		
fish fillet, chicken soup, fresh		
orange		
Snacks-PM= Carbonara, sandwich, canned		
pineapple juice		
Dinner= Plain rice, sauted pork with		
mungbean, humba, langka		1
gulay, watermelon, juice		
Batch 3- DAY 1	=107 pax	
Breakfast=Plain/garlic rice, pork tocino,		
ginisa corned beef, freid egg,		
coffee/juice. Fresh fruits		1
(15 pax PMT Only)		1
Snacks-AM= Dinuguan, puto, water		
Lunch = Plain rice, humba, fried fish,		
ginataang langka, sotanghon		
soup, canned juice, fresh fruits Snacks-PM= Chicken burger, French fries,		
canned juice	1	
Dinner= Plain rice, beef steak, chicken		
tinola, lumpia shanghai, juice,		
fresh fruits	-107	
	=107 pax	-
Batch 3 = DAY 2	1	
Breakfast=Plain/garlic rice, chicken tocino,		
fried egg, dried fish, coffee/juice, banana		
Snacks-AM= Spaghetti, bread, canned four		
season juice Lunch = Plain rice, crispy fried chicken,		
sweet and sour fish, baked talong,		
mushroom soup, canned juice,		
fresh fruits		
Snacks-PM= Sotanghon guisado, canned		
Juice		
Dinner= Plain rice, grilled chicken, pork		
giniling, tortang talong, juice,		
fresh fruit		
Package:		
Meals, venue and accommodation, with		
internet connectivity, two (2) tarpaulins and free flowing coffee. Provision of 15 pax		
breakfast for PMT on every day 1 of Batch		
2 and 3		
ABC= Php957,000.00		_

of this RFQ.			
Supplier's Company Name Address:	:	TD	N No
Telephone No.:	Fax No.	Е-п	nail:
Supplier's Authorized Penr	acentativa		

Supplier's Authorized Representative

2. Terms and Conditions

A. Submission of Requirements

- 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.
- 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

 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:	