



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 7, 2024**
Quotation No/PR No. **46**

To all Eligible Suppliers:

1. 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 **March 11, 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.	Meals & venue- March 13; 18-22, 2024 SDO LAUNCHING ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD)				
	MENU: MARCH 13, 2024 = DSOW Snacks-AM= Sotanghon guisado, bread, canned juice Lunch = Plain rice, beef steak, fish fritters, ginataang langka, chicken sotanghon soup, cucumber juice, mixed fruits Snacks-PM=Pancit canton, bread, canned 4 season juice	=15 pax			
	DAY 1 – Batch 1= MARCH 18, 2024= VIRAC Snacks-AM= Clubhouse sandwich, French fries, canned juice Lunch = Plain rice, beef caldereta, fried chicken, string beans, fish fillet, korn soup, coffee jelly, canned juice Snacks-PM= Latik, canned juice	=64 pax			
	DAY 2 – Batch 2 = MARCH 19, 2024= SAN ANDRES 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	=51 pax			
	DAY 3 – Batch 3= MARCH 20, 2024 = SAN MIGUEL Snacks-AM= Carbonara, sandwich, canned juice 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	=71 pax			

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 resct, 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: _____