



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

REQUEST FOR QUOTATION

Date: May 10, 2023

Quotation No/PR No. 84

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 May 12, 2023 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.


MA. LUISA T. DELA ROSA
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL PRICE
1.	Food and accommodation- May 23-27, 2023 <i>MID-YEAR ASSESSMENT AND PLANNING WORKSHOP FOR Q3 AND Q4 FY 2023</i>	40 pax			
	MENU: <u>DAY 1-</u> Breakfast= Plain rice, sunny side-up egg, hotdog, coffee/milk Snacks-AM=Carbonara, sandwich, cucumber juice Lunch= Plain rice, beef caldereta, gatang kalabasa, fried fish, banana, soup, water Snacks-PM=Pansit canton, bread, water Dinner= Plain rice, chicken adobo, adobo sitaw, fish fillet, fruits, water <u>DAY 2-</u> Breakfast= Plain rice, pork tocino, boiled egg, daing, coffee/milk Snacks-AM=Lasagna, garlic bread, iced tea Lunch= Plain rice, kare-kare, special chopsuey, fried chicken, soup, pakwan, water Snacks-PM= Latik, water Dinner= Plain rice, pork sinigang, fried fish, lumpia shanghai, water <u>DAY 3-</u> Breakfast=Plain rice, scrambled egg, tortang talong, tuyo, coffee/milk Snacks-AM= Dinuguan, puto, juice Lunch= Plain rice, breaded porkchop, sweet and sour fish, ampalaya con carne, mango, water Snacks-PM= Clubhouse sandwich, juice				

Dinner= Plain rice, beef with cauliflower, rellenong manok, pinangat, banana, soup, water

DAY 4-

Breakfast=Plain rice, guisado sayote, fish cusido, beef mechado, soup, mixed fruits, water

Snacks-AM= Baked macaroni, sandwich, juice

Lunch= Plain rice, chicken cordon bleu, gatang langka, beef with mushroom, soup, banana

Snacks-PM= Turon, iced tea

Dinner= Plain rice, mixed seafoods with chili, pork adobo, pinakbet, soup, water

DAY 5-

Breakfast=Plain rice, porkchop, tinapa, coffec/milk

Snacks-AM= Bihon guisado, ibos, water

Lunch= Plain rice, beef ala lengua, fish picadilio, mixed vegetables, soup, fruit salad, water

Snacks-PM= Ham and egg sandwich, juice

Dinner= Plain rice, escabeche, humba, chicken barbecue, apple, water

TERMS AND CONDITIONS FOR THE SUPPLIER:

1. Free flowing coffee, tea and water at the function rooms;
2. Buffet breakfast, lunch and dinner. Meals for lunch must be choice of chicken, fish, shrimp, pork, beef, vegetables and dessert
3. AM and PM snacks should also be served to the participants
4. Accommodation and provision of food for the advance party/secretariat
5. Providing essential health supplies and equipment, such as alcohol, hand sanitizer, tissue and thermometer

VENUE:

1. One table for registration/secretariat
2. One plenary room big enough to fit the intended attendees while maintaining social distancing and adhering to health regulations
3. Back-up for laptop and projector
4. A good audio setup with at least three microphone and a backup operator
5. High speed and reliable internet access that can support everyone's online activity and job-related responsibilities
6. Extension cords
7. Provision of special menu for those with food preference

ROOM ACCOMMODATION:

Only the required number of person should occupy the space; for example, if the room can hold two people, only two people should be accommodated. However, if the accommodation has appropriate capacity for additional guests, just one person should be allowed in addition to the permitted number of occupants.

ABC= P320,000.00

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. 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.

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 of delay of the delivery of the purchased goods.

H. Warranty

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

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 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: _____