



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

Quotation No/PR No. 136

Date: August 15 2023

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 **August 17, 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.

f. G. C. T.

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.	Meals and Venue- August 23-24, 2023; September 2,7,8,12,13,15,16, 2023 <i>ROLLOUT OF ALTERNATIVE DELIVERY MODE (ADM) IMPLEMENTAION IN ALL DISTRICTS</i>	288 pax			
	MENU: ZONE 1- <u>VIRAC NORTH- September 16, 2023 = 25 pax</u> Snacks-AM= Pansit with toasted bread, pineapple juice Lunch= Plain rice, chopsuey, pork sinigang, fish fillet, water Snacks-PM= Dinuguan with puto, lemonade or ice tea <u>VIRAC SOUTH- August 23, 2023= 28 pax</u> Snacks-AM= Pancit with toasted bread, pineapple juice Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water Snacks-PM= Dinuguan with puto, lemonade or ice Tea <u>SAN ANDRES EAST and SAN ANDRES WEST- Sept. 13, 2023= 37 pax</u> Snacks-AM= Chicken sandwich, pineapple juice Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water Snacks-PM= Dinuguan with puto, lemonade or ice Tea <ul style="list-style-type: none"> • <u>Zone 1-Total Pax= 90</u> <u>ABC=Php45,000.00</u> ZONE 2- <u>BARAS NORTH and BARAS SOUTH- September 12, 2023=19 pax</u> Snacks-AM= Chicken sandwich, pineapple juice Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water Snacks-PM= Dinuguan with puto, lemonade or ice				

BATO EAST – September 2, 2023= 15 pax

Snacks-AM= Chicken sandwich, pineapple juice

Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water

Snacks-PM= Dinuguan with puto, lemonade or ice Tea

BATO WEST – September 7, 2023= 8 pax

Snacks-AM= Chicken sandwich, pineapple juice

Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water

Snacks-PM= Dinuguan with puto, lemonade or ice Tea

GIGMOTO – September 16, 2023= 10 pax

Snacks-AM= Chicken sandwich, pineapple juice

Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water

Snacks-PM= Dinuguan with puto, lemonade or ice Tea

SAN MIGUEL NORTH and

SAN MIGUEL SOUTH –

September 15, 2023= 25 pax

Snacks-AM= Chicken sandwich, pineapple juice

Lunch= Plain rice, chopsuey, pork sinigang fish fillet, water

Snacks-PM= Dinuguan with puto, lemonade or ice Tea

- **Zone 2-Total Pax= 77**
ABC=Php38,500.00

ZONE 3

VIGA EAST and

VIGA WEST= September 8, 2023= 33 pax

Snacks-AM= Bread, pineapple juice

Lunch= Plain rice, pakbet, pork sinigang fish

Snacks-PM= Dinuguan with puto, pineapple juice

PANGANIBAN = September 8, 2023- 15 pax

Snacks-AM= Lasagna, pineapple juice

Lunch= Plain rice, chopsuey, chicken curry, banana

Snacks-PM= Lemonade, baked mac

BAGAMANOC NORTH and

BAGAMANOC SOUTH = Sept. 8, 2023= 17 pax

Snacks-AM= Chicken sandwich, pineapple juice

Lunch= Plain rice, chopsuey, pork sinigang, fish fillet, banana

Snacks-PM= Baked mac, puto, lemonade or ice tea

- **Zone 3- Total pax= 65**
ABC= Php32,500.00

ZONE 4

CARAMORAN NORTH and

CARAMORAN SOUTH- Aug. 24, 2023=30 pax

Snacks-AM= Blue lemonade juice, sotanghon/ palabok/ lasagna

Lunch= Plain rice, chopsuey, fish fillet, chicken curry

Snacks-PM= Lemon and cucumber juice, chicken Sandwich

<p><u>PANDAN EAST and</u> <u>PANDAN WEST- September 15, 2023= 26 pax</u> Snacks-AM= Lasagna with toasted bread, juice Lunch= Plain rice, fish fillet, buttered veggie/ eggplant omellete, breaded porkchop Snacks-PM= Pansit, canton with puto</p> <ul style="list-style-type: none"> • <u>Zone 4- Total pax= 56</u> <u>ABC= Php28,000.00</u> <p><i>Terms and Conditions for the Supplier:</i> To cover the 1 day meal and venue of 288 participants in staggered dates according to district schedule indicated in the schedule of Roll-out of ADM Implementation in all Districts. Menu is indicated together with the number of participants. Other requirements are internet connectivity, overflowing coffee, clean separate restrooms for male and female participants</p>				
ABC = Php144 ,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: _____