



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 27, 2023**

Quotation No/PR No. **34**

**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 29, 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.	<b>Food and Venue- April 19-21, 2023</b>  <b><i>ORIENTATION &amp; SIMULATION ACTIVITIES FOR MERIT SELECTION PLAN (MSP) AND RECRUITMENT, SELECTION AND APPOINTMENT (RSA) GUIDELINES</i></b>	65 pax			
	<b><u>MENU:</u></b> <b><u>DAY 1-</u></b> Snacks- AM= Sotanghon guisado, camote fries, cucumber juice Lunch= Plain rice, beefsteak, ginataang langka, fried fish, soup, mixed fresh fruits Snacks-PM=Ginataang halo halo, fries, mango juice  <b><u>DAY 2-</u></b> Snacks-AM= Baked macaroni, garlic bread, pineapple juice Lunch= Plain rice, chicken tinola, eggplant with oyster sauce, lumpia shanghai, banana Snacks-PM= Dinuguan, puto, fries, blue lemonade  <b><u>DAY 3-</u></b> Snacks- AM= Tuna sandwich, fries, cucumber juice Lunch= Plain rice, menudo, fish fillet, laing, soup, fresh mango Snacks-PM= Clubhouse sandwich, camote fries, cucumber juice  <b>Terms and Condition for the Supplier:</b> <ol style="list-style-type: none"><li>1. Venue that accommodates up to 100 participants observing social distancing</li><li>2. Wi-fi signal of 20 mbps</li><li>3. Free tarpaulin</li><li>4. Seminar-type venue with tables of 5-6 seater each</li><li>5. Functional clear sound system</li><li>6. Additional free food for 5 guests and inspector</li><li>7. Food service observing sanitation and hygiene and minimum health protocols</li><li>8. Enough supply of drinking water and coffee</li><li>9. Clean and regular sanitized toilets</li></ol>				

	10. Provision for smooth and unimpeded access to PWDs and pregnant				
	ABC =P117,000.00				

**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: \_\_\_\_\_