

REQUEST FOR QUOTATION

Date : August 26, 2026
RFQ No. : 2026-070
PR No. : 2026-SGOD-08-088
ABC : Php294,250.00

Business Name : _____
Business Address : _____
Business/Mayor's Permit No. : _____
TIN No. : _____
PhilGEPS Registration No. : _____

The DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF CALBAYOG CITY , through its Bids and Awards Committee (BAC), intends to procure:

PROCUREMENT OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF LEADERSHIP TRAINING FOR THE DFSSLG, DFSELG DFBKD AND DFYES-O (SECONDARY OFFICERS)

through SMALL VALUE PROCUREMENT of the Implementing Rules and Regulation of Republic Act No. 12009.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on the Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on or before **10:00 AM of SEPTEMBER 01, 2026** addressed to.

Please quote your best offer for the item/s described herein addressed to:

JUN-NILOU D. DULFO, PhD
Officer In-Charge
Assistant Schools Division Superintendent
Chairperson, Bids and Awards Committee
Brgy. Hamorawon, Calbayog City

Pursuant to Appendix A "Documentary Requirement for Small Value IRR of RA 12009, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of Notice of Award.

DOCUMENT	
Mayor's or Business permit (2026)	In case not yet available, you may submit your expired 2025 Mayor's or Business Permit with the Official Receipt of renewal application, However, a copy of your 2026 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribes template) subject to compliance therewith after award of contract but before payment
Income/Business Tax Return	Current and valid for the length of the project's execution
PhilGEPS Certificate	Current and valid for the length of the project's execution

For any clarification, you may send it to calbayogcity.bac@deped.gov.ph.

(SGD) KRISTABEL S. CABRAL-NOTARTE

Head, BAC Secretariat

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1.) Do not alter the contents of this form in any way.
- 2.) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ. Except when the latest version of the RFQ only pertains to deadlines extension.
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e, a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 3.) All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ disqualified.
- 4.) Quotations may be submitted through electronic mail at calbayogcity.bac@deped.gov.ph.
- 5.) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS

- 1.) Bidders shall provide correct and accurate information required in this form.
- 2.) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 3.) Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 4.) Price quotation/s, to be denominated in Philippines Peso, shall include all taxes duties, and/or levies payable.
- 5.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6.) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd-SDO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 7.) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 8.) The item/s shall be delivered according to the accepted offer of the bidder.
- 9.) Item/s delivered shall be inspected on the scheduled date and time of the DepEd-SDO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- 10.) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48), hours upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, if any, contractor, or consultant.
- 11.) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd-SDO may terminate the contract, without prejudice to other courses of action and remedies open to it.
- 12.) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under IRR of RA No. 12009.
- 13.) The RFQ Purchase Order (PO) and other related documents for the above-stated procurement projects shall be deemed part of the contract.

After having carefully read and accepted the Instruction and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PROCUREMENT OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF LEADERSHIP TRAINING FOR THE DFSSLG, DFSELG DFBKD AND DFYES-O (SECONDARY OFFICERS)							
STOCK NO.	UNIT	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATION)	QUANTITY	UNIT PRICE	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (INDICATE THE PRICE OFFER)	
						UNIT PRICE	TOTAL
		VENUE, BOARD AND LODGING , FOOD FOR 3 DAYS AND 2 NIGHTS					
		1. with function hall that can accommodate at least 55 participants with LED wall in the function hall during plenary sessions standby emergency power generator, and standby emergency water tank for the availability of water anytime functional air condition units and high speed internet connectivity both session rooms and guest rooms 5. with accessible comfort rooms; and free from outside noise for the smooth delivery of sessions; functional sound system with at least two (2) functional wireless or wired microphones, speakers and LCD projectors for every session room; and flowing coffe/milo with creamer and mineral water in a water dispenser					
		Day 1					
1	pax	A.M. SNACK: Spaghetti with toast bread, fruit juice in a can (220ml)	55	1,850.00	101,750.00		
2		LUNCH: Steamed rice, breaded pork chop, fish tinola (ginurot/mamsa) Adobong kangkong, bottled water (350ml), pakwan					
3		PM SNACK: 1 Slice chiffon cake and Soft-drink (sakto)					
4		Dinner: Steamed Rice, fried fish (mamsa), egg soup, chessy chicken roll, banana, bottled water(350ml)					
		Day 2					
5		BREAKFAST: fried rice, Labtinaw, boiled egg, sliced ham, pandesal, butter/peanut butter, bottled water(350ml), coffee/milo/milk. Papaya/ponkan fruit	55	2,000	110,000.00		
6		A.M. SNACK: Pansit bihon, bread, juice in a can (220ml)					
7		LUNCH: Steamed rice, fried chicken, tortang talong, grilled fish, crab and sweet corn with egg soup, watermelon fruit, mineral bottled water(350ml)					
8		PM SNACK: Pork asado siopao, juice in a can (220ml)					
9		DINNER: Steamed Rice, fried fish, pork adobo, four season vegetable, soup, gulaman, bottled water (350ml)					
		Day 3					

10		BREAKFAST: fried rice,tinapa, scrambled egg, hotdog, bottled water, coffee/milo/milk, apple/ponkan fruit					
11		AM SNACK: Pansit bihon, bread, juice in a can (220ml)	55	1,500.00	82,500.00		
12		LUNCH: Steamed rice, pork menudo, fish sinigang, lumpia spring roll, watermelon/mango/banana fresh fruit, mineral bottled water (350ml)					
13		PM SNACK: 1 Egg pimiento sandwich, juice in a can (220ml)					
		TOTALS:			₱294,250.00		

FINANCIAL OFFER:**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and Statement of Work Accomplishment. Bank Transfer fee shall be charged against the creditor account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: (Should be the exact account name as registered in the bank: _____)

Branch: _____

Please quote your best offer for the item/s below. Please do not leave any blank items, indicate "0" if item being offered if for free.

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Approved Budget For Contract Sub-total	Sub-total	Total Offered Quotation (Inclusive of VAT)
TWO HUNDRED NINETY-FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY	Php	In Words: _____
₱294,250.00	Php	In Figures: _____

Signature Over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es