



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LA UNION

Bids and Awards Committee

REQUEST FOR QUOTATION


Date: January 13, 2024
RFQ No.: SDOLU-A004-2024

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number (required prior to award): _____

The **Department of Education – Schools Division of La Union**, through its Bids and Awards Committee (BAC), intends to procure **Meals and Snacks for the participants to the Division Executive Committee Meeting (DEXECOM)**: in accordance with **Section 53.9** of 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please quote your best offer for the procurement described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 16 January 2024 at 9:00 AM.**

For any clarification, you may contact us at telephone no. (072) 607-8127 or email address at bac.sdolu@deped.gov.ph.


DOMINGO L. LAUD, EdD., CESE
OIC-Assistant Schools Division Superintendent
BAC Chairperson



Address: Flores Street, Catbangan, City of San Fernando, La Union
Telephone No.: 205 - 0046
Email: la.union@deped.gov.ph



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INSTRUCTIONS
(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

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

TITLE OF PROCUREMENT:						
Meals and Snacks for the participants to the Division Executive Committee Meeting (DEXECOM)						
ITEM NO.	ITEM DESCRIPTIONS	UNIT COST	UNIT	QTY	UNIT COST	TOTAL COST
1	Meals and Snacks on January 18-19, 2024					
	Meals					
	Lunch	₱ 400.00	pax	58		
	Snacks					
	AM	₱ 100.00	pax	58		
	PM	₱ 100.00	pax	58		
	-At least ten (10) pax buffer					
	-Buffet Style					
	-With water dispenser and overflowing coffee for the whole duration of the program					
	-With stage, table, and chair set up					
	-See the attached Food Menu					
					GRAND TOTAL	
DELIVERY REQUIREMENT						
a. Date of Conduct: January 18-19, 2024						
b. Area Delivery: NEAP Region I, San Vicente, San Fernando City, La Union						





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FINANCIAL OFFER:

Please quote your best offer for the item below. Please do not leave any blank items. Indicate "0" if the item being offered is free.

Approved Budget for the Contract	Total Offered Quotation
<p>Sixty-Nine Thousand Six Hundred Pesos Only</p> <p>(₱ 69,600.00)</p>	<p>In words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p>

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility within thirty (30) days after the Submission of Billing and User Acceptance of the product. A Bank Transfer fee shall be charged against the creditor's account.

Payment Details:	
Banking Institution:	
Account Number:	
Account Name:	
Branch:	





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TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for thirty (30) calendar days from the submission date.
3. Price quotation/s, to be denominated in Philippine pesos, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest quotation (for goods and infrastructure) or the highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representatives.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepEd – Schools Division of La Union shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
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 contractor. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account 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 contractor’s account.
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 GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.
12. Bidders must submit the following documentary requirements:
 - a. Certificate of PHILGEPS Registration
 - b. Business Permit/Mayor’s Permit
 - c. Annual Income Tax Return
 - d. Omnibus Sworn Statement.

Signature over Printed Name: _____

Position/Designation: _____

Office Telephone No./Contact No.: _____

Email Address: _____



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MENU

DAY 1	DAY 2
Snack AM -Spaghetti -Bread Roll (1 pc) -Juice	Snack AM -Miki Bihon Pancit -Lumpiang Shanghai (3pcs) - Juice
Lunch -Chopsuey -Pork Inihaw -Fish Fillet -Plain rice -Buko Pandan/Fresh Fruits -Bottled Water (500ml)	Lunch -Pork Steak -Fried Chicken -Pinakbet -Plain rice -Mixed Fruits -Bottled Water (500ml)
Snack PM -Burger -Fries -Juice	Snack PM -Carbonara -Garlic bread - Juice

- Buffet Style
- At least ten (10) pax buffer
- With water dispenser and overflowing coffee for the whole duration of program.
- With stage, table, and chair set-up

