

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
 DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request For Quotation (RFQ)

Date: **May 28, 2018**
 Quotation No. **DepED-18-NCR-RFQ-132**

To all Eligible Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on the "**Provision of Food and Accommodation (3 days) for the Participants of SDO Strategic Planning Workshop for 2017-2022 on June 14-16, 2018**". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 10:00am June 1, 2018. The Opening of Bids/Quotation shall be on the same date, 10:15am at Schools Division Office, Marikina City, PSDS Office, ground floor.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.

ELISA O. CERVEZA
ELISA O. CERVEZA
 BAC Chairperson

II. **TOTAL APPROVED BUDGET FOR THE CONTRACT:**

Php 157,500.00

III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Provision of Food and Accommodation for 3 days inclusive of Training Venue (2 breakfast, 3am snack, 3 lunch, 3pm snack and 2 dinner (somewhere in Tagaytay) *please see attached menu*	35 pax		
GRAND TOTAL:				

This is to submit our price quotations in the above indicated item subject to the terms and conditions of this RFQ.

Bidder's Company Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:			Date:

IV. **Terms and Conditions**

A. Bid Documents can be obtained @ the office of the BAC Secretariat Head, 2nd Flr. CID Office, DepEd Division Of Marikina Starting May 22 to 25, 2018 From 8:00 A.M. to 5:00 P.M. Only or You May Download at Philgeps provided that You must Pay the NON Refundable Amount of Five Hundred Pesos (**Php. 500.00**) to the Cashier's Office at least One (1) Hour Before the Deadline For Submission Of Quotation.

B. **Submission of Requirements**

- Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the Bids and Awards Committee (BAC) through the BAC Secretariat Head at CID Office, 2nd floor at DepED Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through courier services.

2. The sealed envelope should be properly marked and contain the following information:
 - a. Name of the project to be bid in CAPITAL LETTERS
 - b. Name and address of the bidder in CAPITAL LETTERS
 - c. Address of the Procuring Entity's BAC thru the BAC Chairperson
 - d. Signature of the bidder on the flap side of the sealed envelope
3. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. G-EPS / PhilGeps Registration Certificate
 - c. Valid Mayor's Permit and any of the following:
 1. Latest audited financial statement
 2. Tax Clearance
 3. Income and Business Tax Return
 4. DTI / SEC / CDA Registration
 5. Filled up Detailed Estimate

V. Instructions

1. This Quotation and the Bidder's written acceptance will constitute a binding Contract between Procuring Entity and Bidder. The Procuring Entity is not bound to accept the Lowest or any Quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline date specified for submission.
4. Quotation must be equal or lower than the Approved Budget of the Contract of the Implementing unit. The price quoted by the Supplier / Bidder shall be fixed for the duration of the bid validity and the contract.
5. Supplier / Bidder shall pick-up the contract issued in its favour within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Bidder. Thereafter, if the Contract remains unclaimed, the Contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting Bidders shall be precluded from proposing or submitting substitute quotation(s) or item(s).
6. Supplier / Bidder shall be paid by the amount reflected in its quotation by the Department of Education Division of Marikina City through the Cashier's Office after the completion of the project.
7. Supplier / Bidder who accepted a contract but failed to deliver the items within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and it's IRR-A against the supplier.

V. Award

1. The Procuring Entity will award the contract to the supplier / bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition at any time prior to the award of the Contract based on valid, reasonable, and justifiable grounds as provided for in the Revised IRR of RA9184.
3. The Supplier / Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VI. Delivery, Inspection and Acceptance

1. Delivery of Goods / items shall be made within the period specified in the NOA as regards the Implementation schedule.
2. Services shall be provided to the participants on the date to be specified in the contract.

VIII. Terms of Payment

1. Payments shall only be processed after completion of the Delivery of all Goods / items listed in the Purchase Order / Contract.

NAME OF SUPPLIER

PROJECT: Provision of Food and Accommodation (3 days) for the Participants of SDO Strategic Planning Workshop for 2017-2022 on June 14-16, 2018

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Day 1	35	pax		
	AM Snack				
	sotanghon with puto, mango juice				
	Lunch				
	pandan rice, chicken in creamy pastel sauce, fish grilled in caramelized onion (tuna), mushroom soup, fruit salad, iced tea				
	PM Snack				
	ginataang bilo-bilo, lemon grass tea				
	Dinner				
	steamed rice, sweet and sour pork with pineapple chunks, stir fry chopsuey, sotanghon soup with crisp garlic coriander leaves, almond jelly in light sweet syrup, orange juice				
	Day 2	35	pax		
Breakfast					
buttered rice with parsley/steamed rice, crab and corn soup, beef tapa, vegetable omelet, water melon					
AM Snack					
binatog, orange juice					
	Lunch				
	steamed rice, beef steak, steamed tahong, cream asparagus soup, buko pandan, pineapple				
	PM Snack				
	cassava cake, melon juice				
	Dinner				
steamed rice, pochero, beef kare-kare, mango, four seasons, almond jelly in light sweet syrup, soup, clear chicken soup, cucumber juice					
3	Day 3	35	pax		
	Breakfast				
	garlic rice, everlasting, cheesedog, vegetable egg drop soup, pineapple lemon grass juice				
	AM Snack				
	chicken macaroni salad, bottled water				
	Lunch				
	steamed rice, grilled pusit, ginatang kalabasa, fruit salad, seafood noodle soup, buko juice				
	PM Snack				
	tuna sandwich, c2 solo				
	Note: with free flowing coffee / milo / milk, tea				
GRAND TOTAL :					

Prepared by: _____

Name and Signature of Supplier or duly Authorized Representative: _____

Contact Number: _____