

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



Request For Quotation (RFQ)

Date: June 25, 2018
Quotation No. DepED-18-NCR-RFO-144

To all Eligible Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on the "Supply and Delivery of Food for Training for ALS Learners Program "ATV" Informal Education". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 10:00am July 2, 2018. The Opening of Bids/Quotation shall be on the same date, 10:15am at AVR, 4th floor Schools Division Office, Marikina City.** 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 34,000.00**

III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Supply and Delivery of Food for Training for ALS Learners Program "ATV" Informal Education <i>(see attached Detailed Estimate / Description and schedule)</i>	1 lot		
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. **Submission of Requirements**

1. 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-EPIS / 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 its 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 of 5 days upon receipt of Purchase Order.
2. Goods / Items shall be delivered at the Division Supply Office, 1st floor, Shoe Ave., Sta. Elena, Marikina city.

VIII. Terms of Payment

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

NAME OF SUPPLIER

**PROJECT: Supply and Delivery of Food for Training for ALS Learners Program
"ÄTV" Informal Education**

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
July 14, 21 and 28, 2018					
	AM Snack bottled water, cheesy ensaymada and apple	12	pax		
	Lunch pork sinigang, fried fish, rice, bottled water and banana	12	pax		
	PM Snack bottled water, luron, orange	12	pax		
	AM Snack bottled water, pansit hihon and puto	12	pax		
	Lunch chicken and pork adobo, mixed vegetables, rice, bottled water and banana	12	pax		
	PM Snack c2, clubhouse	12	pax		
	AM Snack bottled water, goto w/ okay	12	pax		
	Lunch chicken afritada, vegetables, rice, bottled water and sliced pineapple	12	pax		
	PM Snack ginataang hilo hilo, bottled water	12	pax		
August 4, 11 and 18, 2018					
	AM Snack bottled water, tapsilog and banana	12	pax		
	Lunch pork caldereta, rice, bottles water and orange	12	pax		
	PM Snack chicken sandwich, softdrinks in can	12	pax		
	AM Snack bottled water, sotanghon gulcado w/ puto	12	pax		
	Lunch fried fish, mixed vegetables w/ quail eggs, rice, bottled water and banana	12	pax		
	PM Snack c2, ham and egg sandwich	12	pax		
	AM Snack bottled water, panalt canton	12	pax		
	Lunch tinolang manok, fried fish, rice, bottled water and sliced papaya	12	pax		
	PM Snack lavagna w/ toasted bread, bottled water	12	pax		
September 1, 8, 15 and 22, 2018					
	AM Snack bottled water, spaghetti w/ toasted bread	12	pax		
	Lunch chicken BBQ, mixed vegetables, banana and bottled water	12	pax		
	PM Snack cheesy ensaymada, softdrinks in can	12	pax		

NAME OF SUPPLIER

**PROJECT: Supply and Delivery of Food for Training for ALS Learners Program
"ÄTV" Informal Education**

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
	AM Snack bottled water, creamy carbonara w/ toasted bread	12	pax		
	Lunch beef w/ mashed potato, rice, bottled water and banana	12	pax		
	PM Snack cheese burger, softdrinks in can	12	pax		
	AM Snack bottled water, spaghetti w/ toasted bread	12	pax		
	Lunch chicken BBQ, mixed vegetables, rice, bottled water and sliced papaya	12	pax		
	PM Snack choosy ensaymada, softdrinks in can	12	pax		
	AM Snack lasagna w/ toasted bread, c2	12	pax		
	Lunch pork sinigang, fried fish, rice, bottled water, watermelon sliced	12	pax		
	PM Snack tuna or chicken sandwich, softdrinks in can	12	pax		
	AM Snack creamy carbonara, bottled water	45	pax		
	Snacks for the Guests (Buffet) creamy carbonara, chicken sandwich, fruit salad, softdrinks in can	50	pax		
GRAND TOTAL :					

Prepared by: _____

Name and Signature of Supplier or duly Authorized Representative: _____

Contact Number: _____