

2. The sealed envelope should be properly marked and contain the following information:
- Name of the project to be bid in CAPITAL LETTERS
 - Name and address of the bidder in CAPITAL LETTERS
 - Address of the Procuring Entity's BAC thru the BAC Chairperson
 - Signature of the bidder on the flap side of the sealed envelope
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 Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through courier services.

IV. Terms and Conditions

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

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

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Supply and Delivery of Food for the Induction Program of New NCRSH Passers (see attached detailed list of items and quantity)	1 lot		
GRAND TOTAL:				

III. SUMMARY OF WORKS

II. TOTAL APPROVED BUDGET FOR THE CONTRACT: Php **26,000.00**

Elisa O. Cervela
 ELISA O. CERVELA
 BAC Chairperson

1. Please quote your lowest price appraisal inclusive of VAT on the "Supply and Delivery of Food for the Participants in the Induction Program of New NCRSH Passers". This is subject to the terms and conditions of this RFQ. Submit your quotation duly signed by your representative not later than 10:00am August 3, 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.

To all Eligible Bidders:

Date: July 31, 2018
 Quotation No. DepED-18-NCR-RFO-170

Request for Quotation (RFQ)



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

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

VIII. Terms of Payment

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.

VI. Delivery, Inspection and Acceptance

1. 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.
2. 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.

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.
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.

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.
3. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. G-EP5 / PhilGaps 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

NAME OF SUPPLIER

PROJECT: Supply and Delivery of Food for the Participants in the Induction Program of New NQESH Passers

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Day 1 - August 6, 2018				
	AM Snack	26	pax		
	clubhouse, mineral water				
	Lunch				
	chicken adobo, rice, ampalaya con karné,				
	banana, mineral water				
	PM Snack				
	sandwich, juice / mineral water				
2	Day 2 - August 7, 2018				
	AM Snack	26	pax		
	chicken burger, mineral water				
	Lunch				
	fried chicken, chopuey, rice, banana,				
	mineral bottled				
	PM Snack				
	bananaque (2), mineral water				
3	Day 3 - August 8, 2018				
	AM Snack	26	pax		
	carbonara, mineral water				
	Lunch				
	beef steak, ginseng kayah w/ meal, rice,				
	banana, mineral water				
	PM Snack				
	gnataang bilo-bilo, mineral water				
4	Day 4 - August 9, 2018				
	AM Snack	26	pax		
	gato, lokwat baboy, mineral water				
	Lunch				
	chicken puchero, rice, banana, mineral				
	water				
	PM Snack				
	clubhouse sandwich, mineral water				
5	Day 5 - August 10, 2018				
	AM Snack	26	pax		
	porcup w/ guto, mineral water				
	Lunch				
	beef w/ broccoli, banana, rice, mineral water				
	PM Snack				
	carbonara w/ garlic bread, water				
GRAND TOTAL:					

Prepared by _____

Name and Signature of Supplier or duly Authorized Representative: _____

Contact Number: _____