

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



**Request for Quotation (RFQ)**

Date: **January 26, 2021**  
 Quotation No. **DepEd-21-SDO-007**  
 PR No.: **2021-01-014 &15 DO**  
**2021-01-09, 12 & 17DO**  
**2021-01-021,22&23 DO**  
 Mode: SVP

**To all Eligible Suppliers/Bidders:**

**I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the "Supply and Delivery of Food for the Participants/TWG (onsite) during the conduct of Various Trainings and Seminars of SDO Marikina City for the month of February 2021." This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of February 1, 2021. The opening of quotation shall be on the same date, 9:15 A.M. at the Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City.** For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.**

  
**ELISA Q. CERVEZA**  
 BAC Chairperson

**II. TOTAL APPROVED BUDGET: Php 43,800.00**  
**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<b><u>Supply and Delivery of Food for the Participants/TWG (onsite) during the conduct of Various Trainings and Seminars of SDO Marikina City for the month of February 2021</u></b>  <b><i>*Please see attached Detailed Estimate</i></b>	1 lot		
	<b>TOTAL</b>			

This is to submit our price quotations indicated above 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**

- 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 Office, 2<sup>nd</sup> floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: leilani.villanueva@deped.gov.ph

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
  - 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) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
  - b. G-EPS/PhilGeps Registration Certificate/Number
  - c. Valid Mayor's permit
  - d. DTI Registration or SEC Registration or CDA Registration
  - e. Income Tax Return/Business Tax Return
  - f. Omnibus Sworn Statement

#### **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.
3. 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.
4. Supplier/ Bidder shall pick up the contract issued in its favour within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

#### **VI. 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 and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s)/Bidder(s) or any obligation to inform the affected Supplier(s)/Bidder(s) of the grounds for the Procuring Entity's decision.
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.

#### **VII. Delivery, Inspection and Acceptance**

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

#### **VIII. Terms of Payment:**

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

## DETAILED ESTIMATE

PROJECT : "Supply and Delivery of Food for the Participants/TWG (onsite) during the conduct of Various Trainings and Seminars of SDO Marikina City for the month of February 2021" (RFQ-007)

OWNER : Department of Education – SDO Marikina City

Proj ect No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<b>1</b>	<b>Orientation/Reorientation on SPED Programs Implementation</b>				
	<b>Food for the Participants:</b>				
	<b>DAY 1- FEBRUARY 9, 2021</b>				
	AM SNACK: Goto (regular serving), hard-boiled egg (1pc), banana (1pc), bottled water (350ml)	13	packs		
	LUNCH: Steamed rice (1 cup), fried bangus (regular serving), dinengdeng (regular serving), banana (1 pc.), bottled water (500 ml)	13	packs		
	PM SNACK: Bihon Guisado (regular serving), Puto (2 pcs), bottled water (350ml)	13	packs		
	<b>DAY 2- FEBRUARY 10, 2021</b>				
	AM SNACK: Baked Mac (regular serving) Garlic bread (2 pcs), bottled iced tea (C2, 230ml)	13	packs		
	LUNCH: Steamed rice (1 cup), chicken/pork menudo (regular serving), fried fish (regular serving), apple (1 pc.), bottled water (500 ml)	13	packs		
	PM SNACK: Tuna Sandwich (1pc), Potato Fries (regular serving), bottled water (350ml)	13	packs		
	<b>DAY 3- FEBRUARY 11, 2021</b>				
	AM SNACK: Goto (regular serving) Tokwa't baboy, bottled water (350ml)	13	packs		
	LUNCH: Steamed rice (1 cup), chicken adobo (regular serving), mix vegetable (regular serving), orange (1 pc), bottled water (500 ml)	13	packs		
	PM SNACK: Ginataang bilo-bilo (regular serving), bottled water (350ml)	13	packs		
	<b>SUB-TOTAL</b>				

<b>Proj ect No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTIT Y</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
<b>2</b>	<b>SDO Project UPGRADE - PHASE I: Batch 1 (1st session)</b>				
	<b>Food for Technical Working Group</b>				
	<b>February 9, 2021</b> LUNCH Sweet and Sour Pork (regular serving) mixed vegetable (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Fruit (Banana)	9	packs		
	<b>February 10, 2021</b> LUNCH Chicken adobo (regular serving) Fried galunggong (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Dessert (mixed fruits)	9	packs		
	<b>February 11, 2021</b> LUNCH Fried bangus (regular serving) Chopseuy (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Fruit (Banana)	9	packs		
	<b>SUB-TOTAL</b>				

<b>Proj ect No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTIT Y</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
<b>3</b>	<b>BATCH 1 - Project IMProVE (Integrating Mehcanism on Procurement Validation Enhancement)</b>				
	<b>Food for Technical Working Group</b>				
	<b>February 18, 2021</b> LUNCH Lechon Kawali (regular serving) Vegetable dish (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) 1 medium size banana	9	packs		
	<b>February 19, 2021</b> LUNCH Crispy Fried Chicken (regular serving) Vegetable dish (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) 1 medium size banana	9	packs		
	<b>SUB-TOTAL</b>				

<b>Proj ect No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTIT Y</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
<b>4</b>	<b>BATCH 2 - Project IMProVE (Integrating Mechanism on Procurement Validation Enhancement)</b>				
	<b>Food for Technical Working Group</b>				
	<b>February 25, 2021</b> LUNCH Beef Caldereta (regular serving) Vegetable dish (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) 1 medium size banana	9	packs		
	<b>February 26, 2021</b> LUNCH Chicken Pochero (regular serving) Fried fish (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) 1 medium size banana	9	packs		
	<b>SUB-TOTAL</b>				

<b>Proj ect No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTIT Y</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
<b>5</b>	<b>Project INSPIRE V.2</b>				
	<b>Food for Technical Working Group</b>				
	<b>SESSION 1 - February 16, 2021</b> LUNCH Fried fish (half daing na bangus) Dinengdeng (small serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Fruit (banana)	9	packs		
	<b>SESSION 2 - February 23, 2021</b> LUNCH Pork steak (regular serving) Ensaladang Talong (1 pc) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Dessert (fruit salad)	9	packs		
	<b>SESSION 3 - March 16, 2021</b> LUNCH Chicken/Pork menudo (regular serving) Fried Fish (Galunggong) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Dessert (mixed fruits)	9	packs		
	<b>SUB-TOTAL</b>				

Project No.	ITEM & DESCRIPTION	QUANTIT Y	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<b>6</b>	<b>Phase 1 – Writeshop - Scistory E-Book in Science (Reading: In Context of Science for Grades 3-6 Learners)</b>				
	<b>Food for the Participants</b>				
	<b>Day 1 - February 10, 2021</b> LUNCH Steamed rice (1 cup), Fried bangus (regular serving), dinengdeng (regular serving), Banana (1pc), bottled water (500ml)	14	packs		
	<b>Day 2 - February 17, 2021</b> LUNCH Steamed rice (1 cup), Chicken Pork Menudo (regular serving), fried fish (regular serving), Apple (1pc), bottled water (500ml)	14	packs		
	<b>Day 3 - February 24, 2021</b> LUNCH Steamed rice (1 cup), Chicken adobo (regular serving), mix vegetables (regular serving), Orange (1pc), bottled water (500ml)	14	packs		
	<b>SUB-TOTAL</b>				

Project No.	ITEM & DESCRIPTION	QUANTIT Y	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<b>7</b>	<b>Learning Action Cell on Developmentally Appropriate Practices for K to 3 Teachers</b>				
	<b>Food for Technical Working Group</b>				
	<b>Day 1 - February 12, 2021</b> LUNCH Steamed rice (1 cup), daing na bangus (regular serving), chopsuey (regular serving), Banana (1pc), bottled water (500ml)	11	packs		
	<b>Day 2 - March 26, 2021</b> LUNCH Steamed rice (1 cup), fried tilapia (regular serving), ginataang sitaw at kalabasa (regular serving), orange (1pc), bottled water (500ml)	11	packs		
	<b>Day 3 - May 7, 2021</b> LUNCH Steamed rice (1 cup), chicken tinola (regular serving), fried galunggong (1pc), apple (1pc), bottled water (500ml)	11	packs		
	<b>SUB-TOTAL</b>				

Proj ect No.	ITEM & DESCRIPTION	QUANTIT Y	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<b>8</b>	<b>Phase 1 – Development and Quality Assurance of Project LIGHT E-Modules in Edukasyon sa Pagpapakatao (ESP)</b>				
	Food for Technical Working Group <b>Day 1 - February 22, 2021</b> AM Snack – Bihon guisado (regular serving) with 2pcs puto, bottled water (500ml)	7	packs		
	Lunch – Steamed rice (1 cup), fried bangus (regular serving), dinengdeng (regular serving), Banana (1pc), bottled water (500ml)	7	packs		
	PM Snack – 1 pc. Ube/Ham Ensaymada + Potato chips, bottled water (500ml)	7	packs		
	<b>Day 2 - February 23, 2021</b> AM Snack – Goto+Tokwa (regular serving), 1pc medium banana, bottled water (500ml)	7	packs		
	Lunch – Steamed rice (1 cup), lechon kawali (regular serving), vegetable dish (regular serving), Banana (1pc), bottled water (500ml)	7	packs		
	PM Snack – Baked Mac + Garlic Bread (regular serving), bottled water (500ml)	7	packs		
	<b>Day 3 - February 24, 2021</b> AM Snack – Cheese Ensaymada (1pc), Potato Chips, bottled water (500ml)	7	packs		
	Lunch – Steamed rice (1 cup), Chicken/Pork menudo (regular serving), fried fish (regular serving), Banana (1pc), bottled water (500ml)	7	packs		
	PM Snack – Pancit (regular serving), kakanin (regular serving), apple (1pc), bottled water (500ml)	7	packs		
	<b>SUB-TOTAL</b>				
	<b>GRAND TOTAL</b>				

**NOTE:** *The supplier shall eliminate the use of non-essential disposable products like plastic bags, single use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.*

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Signature of Authorized Representative over Printed Name