

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-008**
 PR No.: **2021-01-10, 14&16 DO**
2021-01-20 & 24 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 March 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 36,800.00

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<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 March 2021</u> <i>*Please see attached Detailed Estimate</i>	1 lot		
	TOTAL			

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, 2nd 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 March 2021" (RFQ-008)

OWNER : Department of Education – SDO Marikina City

Proj ect No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1	SDO-PRIME (SDO-Program for Research Institutionalization in Managing Education)				
	Food for Technical Working Group:				
	DAY 1- MARCH 3, 2021				
	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		
	DAY 2- MARCH 4, 2021				
	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		
	DAY 3- MARCH 5, 2021				
	LUNCH Fried bangus (regular serving) Chopseuy (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Fruit (Banana)	9	packs		
	SUB-TOTAL				

Project No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
2	MUSIC- Mastering and Understanding Skills in Coaching/ Teaching Music				
	Food for Technical Working Group				
	March 5, 2021 AM Snack: baked mac with 2 pc. Garlic bread (regular serving) and water (500 ml)	10	packs		
	LUNCH: Steamed rice (1 cup), fried bangus (regular serving), dinengdeng (regular serving), banana (1 pc.), bottled water (500 ml)	10	packs		
	PM Snack : Pansit Canton, turones(2 pcs.) water (500 ml)	10	packs		
	March 12, 2021 AM Snack : Pancit Bihon (regular serving) kakanin (regular serving) , water (500 ml)	10	packs		
	LUNCH: Steamed rice (1 cup), chicken/pork menudo (regular serving), fried fish (regular serving), buko pandan (regular serving), bottled water (500 ml)	10	packs		
	PM Snack: Bilo Bilo (regular serving) & water (500 ml)	10	packs		
	March 19, 2021 AM snack: Champorado (regular serving), Dried Fish (2 pcs.) & water (500 ml)	10	packs		
	LUNCH: Steamed rice (1 cup), chicken adobo (regular serving), mix vegetable (regular serving), orange (1 pc), bottled water (500 ml)	10	packs		
	PM Snack :goto (regular serving), lumpiang prito (2 pcs.),water (500 ml)	10	packs		
	March 26, 2021 AM Snack Pansit Guisado (regular serving) pandesal (2 pcs.), water (500 ml)	10	packs		
	LUNCH: Steamed rice (1 cup), pork sinigang, (regular serving),fried galunggong (regular serving) , orange (1 pc), water (500 ml)	10	packs		
	PM snack Chicken sandwich , water (500 ml)	10	packs		
	April 5, 2021 AM Snack Pandesal (2 pcs.) Scrambled egg (regular serving), banana (1 pc.) water (500 ml)	10	packs		
	LUNCH: Steamed rice (1 cup), chicken adobo (regular serving), gulaman with mango (regular serving), bottled watter (500 ml)	10	packs		
	PM Snack Club house sandwich , water (500 ml)	10	packs		
	SUB-TOTAL				

Project No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
3	SDO Project UPGRADE - PHASE I: Batch 2 (1st session)				
	Food for Technical Working Group				
	March 10, 2021 LUNCH Fried fish (half daing na bangus) Dinengdeng (regular serving) Steamed Rice (1 cup) Bottled water purified (1 pc, 350 ml) Fruit (banana)	9	packs		
	March 11, 2021 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		
	March 12, 2021 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		
	SUB-TOTAL				

Project No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
4	PHASE 2 – DEVELOPMENT AND QUALITY ASSURANCE OF PROJECT LIGHT E-MODULES IN EDUKASYON SA PAGPAPAKATAO (ESP)				
	Food for Technical Working Group				
	Day 1 – March 11, 2021 AM Snack: Burger (1 pc), potato fries (regular serving), Bottled water (500mL)	7	packs		
	LUNCH: Steamed rice (1 cup), Chicken/Pork Adobo (regular serving), dinengdeng (regular serving), banana (1 pc.), bottled water (500 ml)	7	packs		
	PM Snack: 1 pc Ube/ Ham Ensaymada + potato chips, bottled water (500 ml)	7	packs		
	Day 2 – March 12, 2021 AM Snack: Goto + Tokwa (regular serving), 1 pc medium sized banana, Bottled water (500mL)	7	packs		
	LUNCH: Steamed rice (1 cup), crispy fried chicken (1 pc), vegetable dish (regular serving), banana (1 pc), bottled water (500 ml)	7	packs		
	PM Snack: Pancit (regular serving), Kakanin (regular serving), apple (1 pc), bottled water (500 ml)	7	packs		
	SUB-TOTAL				

Project No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
5	SCISTORY E-BOOK IN SCIENCE (READING: IN CONTEXT OF SCIENCE FOR GRADE 3-6 LEARNERS) PHASE 2 - VALIDATION AND EVALUATION				
	Food for the Participants				
	DAY 1 – March 17, 2021 LUNCH: Steamed rice (1 cup), daing na bangus (regular serving), chosuey (regular serving), banana (1 pc), bottled water (500 ml)	14	packs		
	DAY 2 – March 24, 2021 LUNCH: Steamed rice (1 cup), fried tilapia (regular serving), ginataang gulay (regular serving), orange (1 pc), bottled water (500 ml)	14	packs		
	SESSION 3 - March 31, 2021 LUNCH: Steamed rice (1 cup), chicken curry (regular serving), fried rice (regular serving), apple (1 pc), bottled water (500 ml)	14	packs		
	SUB-TOTAL				
	GRAND TOTAL				

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.*

Signature of Authorized Representative over Printed Name