

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION 2  
DIVISION OF MARIKINA CITY  
**BIDS AND AWARDS COMMITTEE**



**Request for Quotation (RFQ)**

Date: **September 30, 2021**  
Quotation No. **DepEd-21-SDO-0173**  
PR No.: **2021-09-160, 166,**  
**175, 181, & 190 D.O.**  
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 TWG (onsite) for the Various Webinars of SDO Marikina City for the month of October 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 October 4, 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: Php49,025.00**

**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<b>Supply and Delivery of Food for the TWG (onsite) for the Various Webinars of SDO Marikina City for the month of October 2021</b>  <b>*Please see attached Detailed Estimate</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

#### **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 TWG (onsite) for the Various Webinars of SDO Marikina City for the month of October 2021" (RFQ-173)

OWNER : Department of Education – SDO Marikina City

<b>Item No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
1	<b>Project LEAP to Advance V.2 -Orientation/Re-orientation on SBM Framework and Principles</b>				
	<b>DAY 1 - OCTOBER 6, 2021</b> AM SNACK Champorado (regular serving) Dried Fish (2 pcs.) Bottled water purified (1 pc, 500 ml) LUNCH Pork Steak (regular serving) Ensaladang Talong (1 pc) Steamed Rice (1 cup) Bottled water purified (1 pc, 500 ml) Banana (1 pc.) PM SNACK Tuna Pesto Pasta (regular serving) Bottled water purified (1 pc, 500 ml) Garlic Bread (regular serving)	19	pack		
	<b>DAY 2 - OCTOBER 7, 2021</b> AM SNACK Beef Mami (regular serving) 2 pcs. Puto (regular serving) Bottled water purified (1 pc, 500 ml) LUNCH Fried Chicken (regular serving) Fried Lumpiang Shanghai (3 pcs) Steamed Rice (1 cup) Bottled water purified (1 pc, 500 ml) Banana (1 pc.) PM SNACK Ham and Egg Sandwich (regular serving) Bottled water purified (1 pc, 500 ml)	19	pack		

	<b>DAY 3 - OCTOBER 8, 2021</b> AM SNACK Baked Macaroni (regular serving) Garlic Bread (regular serving) Bottled water purified (1 pc, 500 ml) LUNCH Lechon Kawali (regular serving) Mixed Vegetable (1 pc) Steamed Rice (1 cup) Bottled water purified (1 pc, 500 ml) Banana (1 pc.) PM SNACK Pancit Canton (regular serving) Turones (2pcs.) Bottled water purified (1 pc, 500 ml)	19	pack		
2	<b>Training on Supporting &amp; Empowering Learning Facilitators for Students Taking Academic Responsibility (SELF STAR)</b>				
	<b>DAY 1 – NOV. 4, 2021</b> AM Snack: Goto (regular serving) Tokwa't Baboy (regular serving), water (500 ml) LUNCH: Steamed rice (1 cup), lechon kawali (regular serving), chopseuy (regular serving), bottled watter (500 ml) PM Snack: Club House Sandwich (regular serving) & water (500 ml)	17	Pack		
	<b>DAY 2 – NOV. 5, 2021</b> AM Snack: Tapsilog (regular serving) and water (500 ml) LUNCH: Steamed rice (1 cup), chicken curry (regular serving), banana (1 pc.), bottled water (500 ml) PM Snack: Baked mac (regular serving), garlic bread (2 pcs.) water (500 ml)	17	Pack		

3	<b>SDO-PRIME Online Training Workshop in Conducting Action Research</b>				
	<b>DAY 1 - OCTOBER 14, 2021</b> <b>AM SNACK</b> Champorado (regular serving) Dried Fish (2 pcs.) Bottled water purified (1 pc, 500 ml) <b>LUNCH</b> Pork Steak (regular serving) Ensaladang Talong (1 pc) Steamed Rice (1 cup) Bottled water purified (1 pc, 500 ml) Banana (1 pc.) <b>PM SNACK</b> Tuna Pesto Pasta (regular serving) Bottled water purified (1 pc, 500 ml) Garlic Bread (regular serving)	12	pack		
	<b>DAY 2 - OCTOBER 15, 2021</b> <b>AM SNACK</b> Beef Mami (regular serving) 2 pcs. Puto (regular serving) Bottled water purified (1 pc, 500 ml) <b>LUNCH</b> Fried Chicken (regular serving) Fried Lumpiang Shanghai (3 pcs) Steamed Rice (1 cup) Bottled water purified (1 pc, 500 ml) Banana (1 pc.) <b>PM SNACK</b> Ham and Egg Sandwich (regular serving) Bottled water purified (1 pc, 500 ml)	12	pack		
4	<b>Orientation Workshop on the Updating of Learners' Profile in the LIS and School Information in the EBEIS</b>				
	<b>Day 1 OCTOBER 12, 2021</b> PM SNACK Pancit, puto, bottled water <b>Day 2 OCTOBER 13, 2021</b> <b>AM SNACK</b> Burger, iced tea <b>LUNCH</b> Pork steak, rice, banana, red iced tea <b>PM SNACK</b> Baked macaroni, bottled water	6	pack		

5	<b>Physical, Mental, and Financial Wellness for Senior Citizen Employees</b>				
	<b>PM snacks 9 pax for 3 days</b> <b>Day 1- OCTOBER 27, 2021</b> Ginataang bilo-bilo & mineral water (500 ml) <b>Day 2- OCTOBER 28, 2021</b> Lumpiang sariwa & pineapple juice (350ml) <b>Day 3- OCTOBER 29, 2021</b> 2 pcs empanada & pineapple juice (350 ml)	27	pack		
	<b>***nothing follows***</b>				
	<b>TOTAL</b>				

*Note: Note: The service 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