

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION 22
DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: **March 25, 2022**
Quotation No. **DepEd-22-SDO-039**
PR No.: **2022-03-042&044-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 Participants/TWG of Project ASSIST and Teleconsultation at SDO Marikina City"**. 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 March 30, 2022.** 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: Php51,000.00
III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	Supply and Delivery of Food for the Participants/TWG of Project ASSIST and Teleconsultation at SDO Marikina City <i>*please see 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

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 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 of Project ASSIST and Teleconsultation at SDO Marikina City" (RFQ-039)

OWNER : Department of Education – SDO Marikina City

No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
	Project ASSIST				
1	DAY 1- April 20, 2022 AM Snack: Tapsilog (regular serving) and 1 cup regular serving of brewed coffee in plastic/paper cup with 1 sachet of creamer and white/brown sugar LUNCH: Pork sisig with egg (regular serving), 1 cup steamed white rice, 1 pc banana, 1 bottle of distilled water (500ml) PM Snack: Pancit bihon with lumpiang shanghai (regular serving), 1 bottle of distilled water (300 ml)	45	packs		
	DAY 2- April 21, 2022 AM Snack: Bangsilog (regular serving, 1 cup regular serving of brewed coffee in plastic/paper cup with 1 sachet of creamer and white/brown sugar LUNCH: 1 pc. Inasal chicken (regular serving), 1 cup steamed white rice, 1 cup softdrinks in plastic/paper cup packaging PM Snack: Lasagna (regular serving) garlic bread (2 pcs.), 1 bottle of distilled water (500 ml)	45	packs		
	DAY 3- April 22, 2022 AM Snack: Goto with tokwa't baboy (regular serving), 1 cup regular serving of brewed coffee in plastic/paper cup with 1 sachet of creamer and white/brown sugar LUNCH: Pinakbet and fried fish (regular serving), 1 cup steamed white rice, 1 bottle of distilled water (500ml), 1 orange fruit PM Snack: Ginataang bilobilo (regular serving), 1 bottle of distilled water (300 ml)	45	packs		
	Teleconsultation for PWD Employees				
2	June 20, 2022 Goto (regular serving) Tokwat baboy (regular serving) Water (500 ml)	5	packs		
	June 21, 2022 Clubhouse sandwich (regular serving) Water (500 ml)	5	packs		
	June 22, 2022 Pancit bihon (regular serving) Water (500 ml)	5	packs		
	June 23, 2022 Baked mac (regular serving) Garlic bread (2 pcs) Water (500 ml)	5	packs		

	June 24, 2022 Pancit canton (regular serving) Water (500 ml)	5	packs		
	June 27, 2022 Spaghetti (regular serving) Water (500 ml)	5	packs		
	June 28, 2022 Sotanghon (regular serving) Water (500 ml)	5	packs		
	June 29, 2022 Lumpiang sariwa (1 piece, large) Pineapple juice (350 ml, can)	5	packs		
	June 30, 2022 Special turon (2 pcs) Water (500 ml)	5	packs		
	nothing follows				
	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