REQUEST FOR QUOTATION

Date : June 10, 2025
PR No.: 2025-06-0070

Name of Company _____
Address _____
TIN :
PhilGEPS Registration No. :

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-06-0070 – Supply and Delivery of food for the conduct of Post Conference relative to SY 2025-2026 opening of classes on June 20, 2025 at Lemery Pilot Elementary School, Lemery Sub-Office, Batangas** with an Approved Budget for the Contract (ABC) of **FORTY-FOUR THOUSAND FOUR HUNDRED PESOS ONLY (P 44,400.00).**

Delivery Period: 1 day

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly accomplish and submit this RFQ via e-mail at **sdobatangas.planning@deped.gov.ph** or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to Planning Office, DepEd Division of Batangas **not later than 13 June 2025 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return
5. Notarized Omnibus Sworn Statement
6. BIR-2303

For any clarification, you may contact us via email at sdobatangas.planning@deped.gov.ph

MARIO B. MARAMOT
OIC Chief, SGOD

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Annex "A"

PROGRAM TITLE **PR No. 2025-06-0070 – Supply and Delivery of food for the conduct of Post Conference relative to SY 2025-2026 opening of classes on June 20, 2025 at Lemery Pilot Elementary School, Lemery Sub-Office, Batangas**					
Description/Technical Specifications					***Statement of Compliance***
Unit	**Item Description**	**Qty**	**Unit Cost**	**Total Cost**	
pax	Food for post conference (AM Snacks, Lunch, and PM Snacks) AM Snacks – snacks and water or juice Assisted Buffet Lunch – rice, vegetables, 2 viands, soup, dessert & water/juice, PM Snacks - snacks and water or juice Venue: Lemery Pilot Elementary School, Lemery Sub-Office, Batangas	74			
	Total				

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

TITLE/PROGRAM **PR No. 2025-06-0070 – Supply and Delivery of food for the conduct of Post Conference relative to SY 2025-2026 opening of classes on June 20, 2025 at Lemery Pilot Elementary School, Lemery Sub-Office, Batangas** *Approved Budget for the Contract in the amount of Forty-Four Thousand Four Hundred Pesos only* ***(P 44,400.00)***	
Your Total Offered Quotation in Words	***In figures***

Terms of Payment:

- Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of ***thirty (30) calendar days*** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation

which complies with the minimum technical specifications and other terms and conditions stated herein.

6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

7. The item/s shall be delivered according to the requirements specified in the Technical Specifications

8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specification.

9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd SDO Batangas shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	