



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

BIDS AND AWARDS COMMITTEE
Request for Quotation

Date: February 21, 2025

RFQ No.:

25-025

Deadline: February 25, 2025


MOP:

Small Value Procurement

To all Eligible Suppliers/Bidders:

Please quote your lowest price appraisal inclusive of VAT (if applicable) on all/each items stated herein for the conduct of **various meetings, conferences, orientations, program reviews, trainings** as stated in each of the item, subject to the Terms and Conditions of this RFQ. **Submit your quotation signed by your duly authorized representative not later than 09:00 a.m. on the set deadline at the Schools Division of Tabuk City, Purok 2, Bulanao Norte, Tabuk City, Kalinga or send the soft copy of the requirements to tabukcity.bac@deped.gov.ph**

The opening of quotation shall be on the given deadline at 09:15 at the Schools Division Office, Purok 2, Bulanao Norte, Tabuk City. For more information, please email tabukcity.bac@deped.gov.ph or call the BAC Secretariat through 09153246152.


JAN NOWEL E. PEÑA
BAC Chairperson

General Terms and Conditions

- 1 Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave anything blank, put "N/A" if "Not Available".
- 2 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.
- 3 Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 4 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 5 In case of two or more bidders are determined to have submitted the Lowest calculated Quotation/Lowest Calculated and Responsive Quotation, SDO Tabuk City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPBB Circular 06-2005.
- 6 Award of contract shall be per line item and it shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7 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
- 8 The item/s shall be delivered according to the accepted offer of the bidder. Item/s delivered shall be inspected on the scheduled date and time of the proponent. The delivery of the item/s shall be acknowledged upon he delivery to confirm the compliance with the technical specifications.
- 9 Payment shall be made after delivery and upon submission of the required supporting documents, by the supplier, contractor or consultant. Our Government Servicing Bank (Land Bank of the Philippines), shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours but not later than forty-eight hours, upon receipt of our advice. Please not that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- 10 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 Head of the Procuring Entity (HOPE) may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract, without prejudice to other courses of action and remedies open to it.
- 11 The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

Specific Terms and Conditions

- 1 Supplier's bid must not be greater than the Approved Budget of Contract (ABC) per item.
- 2 Supplier shall submit with this RFQ the proposed menu for the duration of the activity consisting of Breakfast, Morning Snacks, Lunch and Afternoon Snacks as shown in the figure below:
- 3 Provision of overflowing coffee with coffee mate and sugar and cups.
- 4 Served in buffet style, meals shall be served in a controlled buffet at the SDO Conference Hall. Supplier shall provide utensils and shall be responsible in collecting all dishes and keeping the buffet table tidy.
- 4 The time for serving must be followed:
 Breakfast: 7:00 AM-7:30 AM
 AM Snacks: 10:00 AM
 Lunch: 12:00 Noon
- 5 Supplier shall submit the RFQ together with the following: (a) PhilGEPS Registration Certificate, (b) Valid Mayor's Permit, and c. Omnibus Sworn Statement

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

Item No.	Item Description	Unit	Quantity	Unit Price	Total	
1	Meals and Snacks of the Training Team and Participants during the Conduct of the Division Training Write-shop on Enhancing Learning through Cultural Values (IGABAY 3)					
	Day 0					
	Lunch	pax	5			
	Afternoon Snacks	pax	5			
	Dinner	pax	5			
	Day 1					
	Morning Snacks	pax	5			
	Lunch	pax	65			
	Afternoon Snacks	pax	65			
	Dinner	pax	65			
	Day 2					
	Morning Snacks	pax	5			
	Lunch	pax	65			
	Afternoon Snacks	pax	65			
	Dinner	pax	65			
	Day 3					
	Morning Snacks	pax	5			
	Lunch	pax	65			
	Afternoon Snacks	pax	65			
	Dinner	pax	65			
		ABC		82,750.00		

Business/Company Name: _____

PhilGEPS Registration Number (Required): _____

Printed Name and Signature of Dealer/Authorized Representative: _____

Business Address: _____

Contact Number: _____

Email Address: _____