



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

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**BIDS AND AWARDS COMMITTEE**  
**Request for Quotation**

Date: June 17, 2026

**Deadline: June 22, 2026**

RFQ No.: 2026-06-064

MOP: Small Value Procurement

ABC: ₱ 404,000.00

**To all Eligible Suppliers/Bidders:**

Please quote your lowest price appraisal inclusive of VAT (if applicable) on all/each items stated herein for the **Procurement of meals and snacks for the Conduct of the 12th Founding Anniversary Celebration of SDO Tabuk City cum Launching of Binnadang Festival for the IPED Program**, 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 09366455322.

  
**GINADINE L. BALAGSO**  
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 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 aount 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 New Government Procurement Act RA No. 12009.

### Specific Terms and Conditions

- 1 Supplier's bid must not be greater than the Approved Budget of Contract (ABC) per item.
- 2 Supplier must serve/deliver after delivery of Purchase Request
- 3 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 |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|---------------------|-------|
|          | <b>Procurement of meals and snacks for the Conduct of the 12th Founding Anniversary Celebration of SDO Tabuk City cum Launching of Binnadang Festival for the IPED Program</b> |      |                   |                     |       |
|          | Launching and Cultural Day (Day 1)                                                                                                                                             |      |                   |                     |       |
| 1        | Morning Snacks                                                                                                                                                                 | pax  | 320               |                     |       |
| 2        | Lunch                                                                                                                                                                          | pax  | 320               |                     |       |
| 3        | Afternoon Snacks                                                                                                                                                               | pax  | 320               |                     |       |
|          |                                                                                                                                                                                |      |                   |                     |       |
|          | Day 2 (Innovation and Best Practices Summit)                                                                                                                                   |      |                   |                     |       |
| 4        | Morning Snacks                                                                                                                                                                 | pax  | 150               |                     |       |
| 5        | Lunch                                                                                                                                                                          | pax  | 150               |                     |       |
| 6        | Afternoon Snacks                                                                                                                                                               | pax  | 150               |                     |       |
|          |                                                                                                                                                                                |      |                   |                     |       |
|          | Day 3 (Indigenous Knowledge Systems and Practices Forum)                                                                                                                       |      |                   |                     |       |
| 7        | Morning Snacks                                                                                                                                                                 | pax  | 150               |                     |       |
| 8        | Lunch                                                                                                                                                                          | pax  | 150               |                     |       |
| 9        | Afternoon Snacks                                                                                                                                                               | pax  | 150               |                     |       |
|          |                                                                                                                                                                                |      |                   |                     |       |
|          | Day 4 (SDO Tabuk Sports Festival)                                                                                                                                              |      |                   |                     |       |
| 10       | Morning Snacks                                                                                                                                                                 | pax  | 150               |                     |       |
| 11       | Lunch                                                                                                                                                                          | pax  | 150               |                     |       |
| 12       | Afternoon Snacks                                                                                                                                                               | pax  | 150               |                     |       |
|          |                                                                                                                                                                                |      |                   |                     |       |
|          | Day 5 (Culmination Program, Cultural Day and Binnadang Awards)                                                                                                                 |      |                   |                     |       |
| 13       | Afternoon Snacks                                                                                                                                                               | pax  | 320               |                     |       |
| 14       | Dinner/ Lunch                                                                                                                                                                  | pax  | 320               |                     |       |
|          | <b>ABS</b>                                                                                                                                                                     |      | <b>404,000.00</b> | <b>Total Amount</b> |       |

Business/Company Name: \_\_\_\_\_

PhilGEPS Registration Number (Required): \_\_\_\_\_

Printed Name and Signature of Dealer/Authorized Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_