

Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte

COA FORM

TO: _____

PR NO: 21-06-352
 DATE: June 11, 2021
 End User: AD

REQUEST FOR QUOTATION

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC office, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte, and publicly opened in the presence of the members of the Bids and Awards Committee.

QTY	UNIT	ARTICLE	UNIT PRICE	TOTAL
92	pax	Catering Service with one meal (lunch) and two (2) snacks Note: Packed lunch shall include at least three (3) main courses of vegetables, pork/chicken, fish with dessert, bottled water and steamed rice Date of Delivery: June 23, 2021	600.00	55,200.00
For more technical details on the procurement contact End User Proponent Office: <u>Administrative Division</u> Focal Person: <u>MERCEDES D. SARMIENTO</u> Contact Number: <u>832-4631</u> E-Mail Address: _____				

APPROVED BUDGET OF THE CONTRACT (ABC): **Php 55,200.00**
 DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ): **June 15, 2021 | 5:00 PM**

REQUIREMENTS IN CANVASSING/TERMS AND CONDITIONS:

- A) New participating Supplier in the procurement shall submit the RFQ with attached requirements indicated below immediately upon submission to the BAC Secretariat in which these documents shall be evaluated and validated by the BAC through the Technical Working Group (TWG) to determine if the supplier is technically, legally, and financially capable prior to the award of the Purchase Order (PO);
 - 1. Mayor's Permit issued by the City/Municipality where the principal place of he business is located.
 - 2. PhilGEPS Registration
 - 3. Omnibus Sworn Statement (to be required if the ABC is above Fifty Thousand Pesos (Php50,000.00).
- B) Regular Suppliers whose documents mentioned above are already available in the file of the BAC Office may opt not to submit the requirements, but the supplier must ensure that these documents are updated. However, these documents are still subject for review by the BAC through the TWG during post qualification.
- C) Failure to submit/update the above-mentioned requirements shall be ground for disqualification.
- D) Place of delivery of the RFQ, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte within the agreed delivery period.
- E) Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
- F) Quotation that EXCEEDS the Approved Budget of the Contract (ABC) SHALL BE REJECTED.
- G) This RFQ is the standard form that suppliers must follow, thus NO SUBSTITUTE RFQ FORM SHALL BE ACCEPTED.
- H) The Department of Education, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDER'S DECLARATION:

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked "NONE". These terms and conditions specified above are hereby offered.

 (Authorized Signature Over Printed Name)
 TIN: _____ Contact No. _____

 Approved: 
BEBIANO I. SENTILLAS, CESO V
 BAC Chairman

Canvassed by: _____

(Signature Over Printed Name)

NOTE: Place this inside the official envelope sealed with your signature across the opening part, and personally deliver this to DepEd RO VIII Bids and Awards Committee, (Attn: The BAC Chairman).

OPENED:	
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____