

Republic of the Philippines

Department of Education

REGION VII - CENTRAL VISAYAS Schools Division of Cebu City

BIDS AND AWARDS COMMITTEE - GOODS AND SERVICES REQUEST FOR PRICE QUOTATION

RFQ No.:	2024-08-303	
Date:	August 16, 2024	
PR No.:	303	

Company TIN: Gentlemen:

Please quote your lowest price on the item/s listed below, subject to the Terms & Conditions "Annex A" hereof and submit your quotation duly signed by your authorized representative and the eligibility documents at DepEd, Cebu City Division, Bids and Awards Committee, Promotional Office, 2nd Floor DepEd Bldg., Imus Avenue, Brgy. Day-as, Cebu City. Insert your duly accomplished quotation with the required documents inside an envelope and seal the same. For more information, please contact the BAC Secretariat at Telephone Number 2539095. Prospective applier shall be responsible to verify the quoted items.

mo MANAWATAO ATTY. VILPAP. VILLABAS RAYLENE JEANNE J. EGGER CELESTINA N. GOHETIA

Item Nos.	ITEM & DESCRIPTION Q	оту	UNIT	Approved Budget for the Contract (ABC)		Supplier/Bidder's Quotation		
				Unit Price	Total Price	Brand/Model if applicable	Unit Price	Total Price
1,	PROVISION OF FOOD, VENUE AND ACCOMMODATION SERVICES FOR THE CONDUCT OF CLUSTERED ORIENTATION ON GASTPE PROGRAMS (VISAYAS CLUSTER) ON SEPTEMBER 3 TO 6, 2024 ***See attached Specifications ANNEX A****	58	pax	2,000.00	464,000.00			
					464,000.00			

Terms of payment:

Note: Price Validity: 120 days from the date of quotation

After having carefully read and accepted the terms and conditions of this RFQ, I/We quote you on the item at prices noted above inclusive of all costs and

Supplier/Bidder Authorized Representative's Signature over Printed Name Date: Telephone No.: Email address: Address:

Mayor's Permit No.: DTI/SEC/CDA Registration Certificate No.: Phil-GEPS Registration No.:

(Please submit the photocopies of the above documents upon submission of quotation)

Canvassed by:

Signature over Printed Name Division Authorized Canvasser







Rew Imus Ave., Brgy. Day-as, Cebu City (1032) 254-5923









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REGION VII - CENTRAL VISAYAS **Schools Division of Cebu City**

<u>"Annex A"</u> RFQ No.LV-2024-08-303

RFQ No.		Item No.		Quantity						
	PROVISION O	F FOOD, VENUE	AND ACCOMMO	DATION SERV	ICES FOR THE					
Item										
			ON SEPTEMBER 3							
	Bidders Spec	Bidders Specifications/Statement of Compliance								
A. Location	- I - E - I I I I I I I I I I I I I I I I									
	e to be leased must be loc auting public/participants.		oposed venue snould be							
	ce Requirements/provision									
Function Rooms:										
	function hall that can acco	mmodate 58 pax; participa	ants (based on Covid-19 he	ealth						
safety standard			2							
	e seating arrangement									
	-ventilated conference area									
			(2) projectors, two (2) proje	ector						
	omplete superb sound systematic visual systematics and systematics and systematics and systematics are superbounded by the standard systematics and systematics are superbounded by the standard systemat			dan d						
	c.) audio jack; extension c		system b.) microphones (3 v	vired						
	connection accessible to a									
			ea; One table for the Secreta	ariat:						
	ty charges for electronic ga		a, one table for the ecolott	arrat,						
			quarters, hallways, refreshr	ment						
			keeping services, and well							
		p from Airport to Venue (S	September 3, 2024) shuttle	from						
	t (September 6, 2024)									
ACCOMMODATION:	. T: D	\	M 6 224 2214 262							
		ormitory and staff room; 2	4-hours and cold shower; o	ean						
beddings, rooms and res	ectivity, provisions of toilet	ies and with complementa	erv notable water							
			nber 6, 2024 – 12:00 Noon							
	(based on Hotel/Supplier's		11001 0, 2021 12:00 110011							
	First Meal : September 3, 2									
	Last Meal: September 6, 2									
	AM and PM Snacks, Breakfast, Lunch, Dinner Buffet or managed-type									
(with soup, dessert/fruits/salad, veggies, 3 main courses - fish, chicken and pork/beef, rice, fresh juices);										
 AM/PM snacks with fresh fruit juices/iced tea; with free-flowing brewed coffee; water dispensers, with hot and cold; with standby assistant; 										
D. Other requirements:		spensers, with not and con	u, with standby assistant,							
		at the stage (Function Ha	all)							
*Activity signage at the lobby of the venue; Tarpaulin at the stage (Function Hall) *Green Procurement / No Sachet, no bottled drinks, no plastic container										
*Provision of Business Center in the Venue (1 ream A4 Bond paper ,1 printer & 5 new whiteboard markers)										
*Provision of First Aid Station										
*1 500ml Alcohol *5 pcs. Paracetamol *5 pcs Loperamide 2mg/capsule										
*5 pcs cetirizine 10mg/tab *1 bottles relaxant oil *1 first aid kit (betadine solution, band aid strips)										
Additional Requirements:										
Approved Budget for the Contract (ABC):										
Four Hundred Sixty-Four Thousand Pesos (Php 464,000.00)										
Breakdown of ABC:										
 September 3-6, 2024 – Live-in 58 pax x 2,000.00 x 4 days = Php464,000.00 										
Proposed P	ate shall not exceed	Php 464,000.00								



Address:



Name of Representative and Signature:



& New Imus Ave., Brgy. Day-as, Cebu City (1032) 254-5923 eebu.city@deped.gov.ph depedcebucity.com 7 DepEd Tayo Cebu City









Republic of the Philippines

Department of Education

REGION VII - CENTRAL VISAYAS Schools Division of Cebu City

RFQ No. : 2024-08-303 "ANNEX A"

(PROVISION OF FOOD, VENUE AND ACCOMMODATION SERVICES FOR THE CONDUCT OF CLUSTERED ORIENTATION ON GASTPE PROGRAMS (VISAYAS CLUSTER) ON SEPTEMBER 3 TO 6, 2024)

TERMS AND CONDITIONS:

A. Submission of Requirement

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Cebu City Division, 2nd Floor, BAC Office, Imus Avenue, Brgy. Day-as, Cebu City.
- 2 Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation. P
 - b. Valid and Current Mayor's Permit / Municipal License; and
 - c. Phil-GEPS Registration No./Certificate,

Bidders failure to submit such documents within three (3) calendar days from receipt by the bidder of notice shall be ground for disqualification. (Note: Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to register with PhilGEPS and provide a PhilGEPS Registration Number in selected alternative methods of procurement as a condition for award of the contract/p.o.)

B. Price Validity

Price validity should be 120 calendar days from the date of quotation.

C. Award

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the Purchase Order/Contract after evaluation by the BAC

D. Delivery

- Delivery of Goods shall be made within 7 calendar days from date of receipt of Purchase Order.

 Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site,
- costs to the account of Supplier. Risk and title shall pass from the Supplier to the Purchaser upon receipt and final acceptance of the Goods at Project Site
- Upon delivery of the Goods to the Project Site, the Supplier shall notify the Purchaser and present the following documents to the Purchaser:

 i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total price.
- iii. Original and 4 copies of Delivery Receipts
 iii. Original Statement of Accounts
 iv. Approved PO
 v. Warranty Certificate(s), (if any)

For the purpose of these conditions, Purchaser's representative at the Project Site is the Supply / Property Officer of DepEd, Cebu City Division.

E. Evaluation of Ouotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- Completeness of Submission
- Compliance with Technical Specifications
- 3 Price

F. Instruction

- Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and specifications of the RFQ or contract/award/purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.
- Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s)s or item(s).
- Supplier who accepted a purchase order / contract but failed to deliver the required Goods / services / equipment within the time called for in the purchase order / contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
- 4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
- 5. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
 All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue

G. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in appropriate containers with label identifying the content and quantity per package with the name of the Purchaser and marked "Not for

- All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary
- laboratory tests undertaken by the DepEd on the Goods shall be to the account of the suppliers.

 For the purpose of this condition, Purchaser's representative at Project Site is the Chairman, Division Inspection Committee

I. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment J. Warranty
Supplier warrants that all goods/services/equipment's to be provided are of acceptable industry standard. Warranty shall be for a period of six (6)

months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site. K. Payment One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods / Services / Equipment at the Project Site

and submission of the documents provided under E. Delivery.

DepEd, Cebu City Division reserves the right to reject any and all quotations, not to award the PO or annul the bidding process without thereby incurring any liability to the affected parties.

After having carefully read and accepted your Request for Quotation (RFQ) and its Terms and Conditions, I/We submit herein price quotation(s) for the item(s) in this RFQ. The quotations shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.







New Imus Ave., Brgy. Day-as, Cebu City (1032) 254-5923



