



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.: 2025-02-58A
 Date: February 21, 2025
 PR No.: 58A

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 supplier shall be responsible to verify the quoted items.

RAYLENE S. MANAWATAO JEANNE J. EGGER JOCELYNE TEJANO JOHN PAUL D. LESONDATO ARY VILBA P. VILLARAS
 BAC Member
 ALLAN S. PANGOS JR. LYRAL L. ILLAGA
 BAC Vice-Chairman BAC Chairman

| Item Nos. | ITEM & DESCRIPTION | QTY | UNIT | Approved Budget for the Contract (ABC) | | Supplier/Bidder's Quotation | | |
|-----------|---|-----|-------|--|-------------|-----------------------------|------------|-------------|
| | | | | Unit Price | Total Price | Brand/Model if applicable | Unit Price | Total Price |
| 1 | VAN RENTAL FOR THE TRANSPORTATION REQUIREMENTS OF THE DELEGATION OF DEPED CBEU CITY DIVISION DURING THE CONDUCT OF CVIRAA 2025 ON MARCH 9-11, 2025 AT BAYAWAN CITY NEGROS ORIENTAL **See attached Specifications ANNEX A*** | 3 | UNITS | 5,000.00 | 45,000.00 | | | |
| | | | | | 45,000.00 | | | |
| | for NATIONAL MANCOM | | | | | | | |

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 applicable taxes.

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



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****ANNEX A

| Item Nos. | ITEM & DESCRIPTION | QTY | UNIT | Approved Budget for the Contract (ABC) | | Supplier/Bidder's Quotation | | |
|--|------------------------------------|-----|-------|--|------------------|-----------------------------|------------|-------------|
| | | | | Unit Price | Total Price | BRAND/Model if Applicable | Unit Price | Total Price |
| VAN RENTAL FOR THE TRANSPORTATION REQUIREMENTS OF THE DELEGATION OF DEPED CBEU CITY DIVISION DURING THE CONDUCT OF CVIRAA 2025 ON MARCH 9-11, 2025 AT BAYAWAN CITY NEGROS ORIENTAL | | | | | | | | |
| | VAN RENTAL - DAY 1 -March 9, 2025 | 3 | UNITS | 5,000.00 | 15,000.00 | | | |
| | VAN RENTAL - DAY 1 -March 10, 2025 | 3 | UNITS | 5,000.00 | 15,000.00 | | | |
| | VAN RENTAL - DAY 1 -March 11, 2025 | 3 | UNITS | 5,000.00 | 15,000.00 | | | |
| <p>1. The SERVICE PROVIDER shall provide any of the latest models of van motor vehicles, of not more than five years old, duly registered with the LTO in good working / running condition, fully air-conditioned, with at least Twelve (12) passenger seating capacity each of the subject unit excluding the driver, inclusive of fuel and parking fees.</p> <p>2. The SERVICE PROVIDER shall assign competent professional drivers with advance knowledge in motor vehicle or car troubleshooting and shall ensure that all the assigned drivers shall strictly comply with the traffic laws, rules and regulations.</p> <p>3. The SERVICE PROVIDER shall ensure the availability and reliability of the subject vehicles on a Twelve (12) hours aggregate per day basis.</p> <p>4. The SERVICE PROVIDER shall ensure the timely departure and arrival of motor vehicles (van units) from and to the respective assigned areas.</p> <p>5. The SERVICE PROVIDER shall dispatch a replacement service vehicle unit immediately, made available within a Three (3) hours on-site, after receipt of advice from the client, in the event that any breakdown of vehicles are encountered. The SERVICE PROVIDER shall shoulder any cost or expenses that the client shall unnecessarily incur in the event that any replacement service vehicle shall be made available beyond the 3-hour period.</p> <p>6. The SERVICE PROVIDER shall be liable for any accident caused by reckless imprudence, poor monitoring of each motor vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.</p> <p>7. The SERVICE PROVIDER shall be responsible for any death, loss or injury suffered by the DepEd, SDO Cebu City personnel and/or the personnel of the latter's partner agencies or by any third party arising and/or resulting from the fault or negligence of the SERVICE PROVIDER's drivers in the performance of their services and condition of the van units without any prejudice to any criminal liability that may be incurred. The SERVICE PROVIDER hereby agrees to fully indemnify DepEd, SDO Cebu City, the latter's personnel and/or the personnel of the latter's partner agencies or guests, for any death, loss or injury that may be suffered therefrom as the case may be, for not later than Thirty (30) days after a formal claim has been filed.</p> <p>8. The SERVICE PROVIDER shall shoulder the accommodation and meal expenses of the assigned drivers.</p> <p>9. The SERVICE PROVIDER will allow client to change date or cancel the activity in case of any emergencies or any untoward incidents that may occur. Thus, no charges will be paid by the client in any request of cancellation or rescheduling of the event/activity.</p> | | | | | | | | |
| *****NOTHING FOLLOWS***** | | | | | | | | |
| GRAND TOTAL (ABC) >>>> | | | | | 45,000.00 | | | |
| TOTAL | | | | | | | | |

Supplier/Bidder Authorized Representative's Signature over Printed Name

Date: _____ Contact Number: _____

Address: _____ Email add: _____

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)



New Imus Ave., Brgy. Day-as, Cebu City (032) 254-5923

cebu.city@deped.gov.ph

depedcebu city.com

DepEd Tayo Cebu City



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REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

"ANNEX B"

RFQ No. : 2025-02-58A

(VAN RENTAL FOR THE TRANSPORTATION REQUIREMENTS OF THE DELEGATION OF DEPED CBEU CITY DIVISION DURING THE CONDUCT OF CVIRAA 2025 ON MARCH 9-11, 2025 AT BAYAWAN CITY NEGROS ORIENTAL)

TERMS AND CONDITIONS:

A. Submission of Requirement

- 1 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

- 1 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.
- 2 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.
- 3 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.
 - ii. 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 Quotations

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

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

F. Instructions

Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and

- 1 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) or item(s).

- 2 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.
- 6 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

H. Inspection

- 1 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.
- 2 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.

L. Reservation Clause

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.

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New Imus Ave., Brgy. Day-as, Cebu City (032) 254-5923

cebu.city@deped.gov.ph

depedcebu.city.com

DepEd Tayo Cebu City