



Republic of the Philippines
Department of Education
 REGION I

Administrative Division
 Procurement Unit

REQUEST FOR QUOTATION / PROPOSAL

Name of Company

Complete Company Address

DATE : **June 9, 2023**
 RFQ NO. : **2023-06-0121J**
 PR NO. : **2023-06-0121J**
 PHILGEPIS REF NO. : _____

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **June 16, 2023 at 2:00 PM**, Bids and Awards Committee, DepED Regional Office City of San Fernando, La Union

Very truly yours,

RHODA T. RAZON
 Director III
 Chairperson, BAC

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Department of Education Region I.

 (Signature Above Printed Name)
AUTHORIZED CANVASSERS

PLEASE QUOTE: <u>PER LOT/ITEM</u>					SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
NO.	ITEM DESCRIPTION (Item Name & Technical Specification)	QTY.	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	
					UNIT PRICE	TOTAL PRICE	YES	NO
	Catering Services with Set-up re: Conduct of Meeting of SDO Accountants and Budget Officers	1	Lot	107,180.00				
	Venue: NEAP-R1, San Vicente, City of San fernando, La Union							
1	Day 1-June 21, 2023			67,500.00				
	Breakfast	75	pax					
	AM Snacks	75	pax					
	Lunch	75	pax					
	PM Snacks	75	pax					
	Dinner	75	pax					
2	Day 2-June 22, 2023			39,680.00				
	Breakfast	62	pax					
	AM Snacks	62	pax					
	Lunch	62	pax					
	PM Snacks	62	pax					
	(see attached tech specs and menu)							
	Note: Read the General Conditions on the 2nd page							



Address: Flores Street, Brgy. Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 Email Address: region1@deped.gov.ph
 Website: www.depedro1.com

Doc. Ref. Code	RO-ASD-F001	Rev	0
Effectivity	03.01.23	Page	1 of 2

DATE : June 9,2023
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 PHILGEPS REF NO. : _____

GENERAL CONDITIONS

1. All entries must be typewritten and/or written legibly;
2. Bidders must submit certificate of PHILGEPS Registration ;
3. Bidders must submit the following documentary requirements
 - a. Business permits/ mayor's permit
 - b. ITR (2022 Income tax Return)
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
5. Delivery period must be at least within **Two (2) Calendar Days** upon receipt of the Notice to Proceed/Contract Agreement (Indicate the days of delivery in the Bidder's Certificate box)
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of _____ days upon opening of the quotation;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. Transaction with Department of Education Region I shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANTS
 CERTIFICATION**

Date: _____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice to Proceed/Contract Agreement

Print Name & Signature of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)



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Republic of the Philippines
Department of Education
Regional Office I
TECHNICAL SPECIFICATIONS

Date: June 9, 2023
RFQ No.: 2023-06-0121J

Title of Activity: **Conduct of Meeting of SDO Accountants and Budget Officers**

Venue: **NEAP-R1, San Vicente, City of San Fernando, La Union**

Date of Activity: **June 21-22, 2023**

TECHNICAL SPECIFICATIONS:	COMPLY	NOT COMPLY	Signature
With Set-up (Skirting, table cloth, chair cover)			
Managed Buffet (Breakfast,Lunch & Dinner))			
Follow the menu guide by the Program Owner (see attached menu)			
Free flowing coffee with cream and sugar in the venue			
Bottled water (500ml) should be served during lunch			
Follow the following approximate serving measurement (see attached menu)			
REQUIREMENT:			
*No use of Styrofoam or plastic for serving any meals referred to the "single use plastic".			
*Food Servers should wear appropriate uniform/ attire with hairnet			
*Food Server should use face mask			
*One (1) standby server (if 50 pax below)			
*Caterer should be at the venue 30 minutes before each meal to be served			
*In case of additional attendees, the cost of meals should be at the price as that of listed attendees			
*Must Adhere to IATF Guidelines on COVID-19 Protocols			



Republic of the Philippines

Department of Education

Region I

TITLE OF ACTIVITY: Meeting of SDO Accountants and Budget Officers

DATE OF ACTIVITY : June 21-22, 2023

	Day 1	Day 2
Date	June 21, 2023	June 22, 2023
Breakfast	Sinanglaw Boiled Egg Fried Boneless Bangus Tortang Talong Plain Rice Pandesal with butter Banana Bottled Water 500ml	Skinless longanisa Crispy Dried Fish (Pusit) Beef noodle soup with vegetable Sunny side up egg Plain Rice Pandesal with butter Orange Bottled Water 500ml
AM Snacks	Special Sotanghon-Canton Pancit with Toasted Bread Pineapple Juice in can	Special Arrozcaldo Four-seasons juice in can
Lunch	Lechon Chicken Pan seared tuna Monggo with Ampalaya leaves Plain Rice Leche Flan Bottled water@500ml	Roasted Beef Seafoods (Seashells, fish, etc) soup Bok Choy with garlic and oyster sauce Plain Rice Macaroni salad Bottled Water @500ml
PM Snacks	Ensaymada Bottled milk tea	Beef Asado Siopao Bottled iced tea
Dinner	Pork Barbeque Grilled Fish (Tanique) Laing Plain Rice Potato salad Bottled water @500ml	Garlic Buttered chicken Fish Paksiw (Malaga) Sauteed Cauliflower with shrimps Plain Rice Ceasar salad Bottled water @500ml
Free flowing coffee/tea/choco at the function room		

Prepared by:

MAUREEN M. MACAILING
Supervising Administrative Officer, Finance

Checked as to Nutritional Content:

MARICRIS A. RIMAS
Nutritionist- Dietician II

Approved by:

ARNOLD A. VINO
Chief Administrative Officer, Finance

"Be guided by the ff. approximate serving measurement:

- * Rice unlimited
- * Fish, 2 pcs., medium
- * Chicken, 50 grams
- * Longganisa, 2 pcs. medium size, 25 grams
- * Soup, 1 small bowl
- * Meat cooked, 50-75 grams
- * Fruits, medium size, 50 grams
- * Juice, in can
- * Vegetables, cooked, 1 cup

DepEd Region 1: Built on character; empowered by competence.



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