



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

**REQUEST FOR QUOTATION**

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure “**CATERING SERVICES AT NEAP-RELC, MALVAR, BATANGAS FOR THE OPTIMIZING WORKFLOW JUNCTIONS: NAVIGATING THE PROCESS INTERFACE CUM DIVISION PROCESS REVIEW ON JUNE 24-26, 2024, SEPTEMBER 23-25, 2024 AND DECEMBER 2-4, 2024**” in accordance with Alternative Method of Procurement under Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Approved Budget for the Contract (ABC) is **ONE HUNDRED THIRTEEN THOUSAND FIVE HUNDRED FIFTY PESOS (Php113,550.00)**.

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than MAY 14, 2024 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

A copy of your 2024 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8682-2114** or by email at **bac.calabarzon@deped.gov.ph**.

  
**LOIDA N. NIDEA**  
BAC Chairperson

08F/ROA/MDG



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



RO-ASD-F119

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Certificate No. PHP QMS  
22 93 0085

Date: \_\_\_\_\_

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Name of Store/Shop (if applicable):</b>	
<b>TIN:</b>	
<b>PhilGEPS Registration Number:</b>	

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

- (1) Please quote your **best offer** for the item/s below. **Please do not leave any blank items. Indicate "0" if item being offered is for free.**
- (2) Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

<b>Item</b>	<b>Description</b>	<b>Total QTY</b>	<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
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	<b>CATERING SERVICES</b>				
1.	<b>JUNE 24, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>30 pax</b>			
2.	<b>JUNE 25, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>7 pax</b>			
3.	<b>JUNE 26, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH &amp; PM SNACK)</b>  <b>Php650.00/pax</b>	<b>7 pax</b>			
4.	<b>SEPTEMBER 23, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>30 pax</b>			
5.	<b>SEPTEMBER 24, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>7 pax</b>			
6.	<b>SEPTEMBER 25, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH &amp; PM SNACK)</b>  <b>Php650.00/pax</b>	<b>7 pax</b>			
7.	<b>DECEMBER 2, 2024</b> <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>30 pax</b>			

8.	<b>DECEMBER 3, 2024</b>  <b>(BREAKFAST, AM SNACK, LUNCH, PM SNACK, &amp; DINNER)</b>  <b>Php900.00/pax</b>	<b>7</b> <b>pax</b>			
9.	<b>DECEMBER 4, 2024</b>  <b>(BREAKFAST, AM SNACK, LUNCH &amp; PM SNACK)</b>  <b>Php650.00/pax</b>	<b>7</b> <b>pax</b>			
<b>Specifications from End-User</b>					<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>
<p>First Meal: Breakfast Last Meal: PM Snack</p> <p><b>THE FOOD MUST BE DELIVERED HOT AND ON TIME</b> <b>NO SODA ALLOWED</b> <b>NO COOKING ALLOWED AT DEPED RELC-NEAP, MALVAR, BATANGAS</b></p> <p><b><u>Breakfast</u></b></p> <ul style="list-style-type: none"> <li>• Steamed/Fried rice and egg with 2 viands (Fish (dried or fresh), meat/vegetables) with additional boiled or fried banana/camote or bread and fresh fruits or sweets.</li> </ul> <p><b><u>AM Snack</u></b></p> <ul style="list-style-type: none"> <li>• 2 kinds of healthy snacks per serving with bottled/juice in cans.</li> </ul> <p><b><u>Lunch</u></b></p> <ul style="list-style-type: none"> <li>• 3 viands (fish, meat and vegetables) with additional soup and fresh fruits or sweets.</li> </ul> <p><b><u>PM Snack</u></b></p> <ul style="list-style-type: none"> <li>• 2 kinds of healthy snacks per serving with bottled/juice in cans.</li> </ul> <p><b><u>Dinner</u></b></p> <ul style="list-style-type: none"> <li>• 3 viands (fish, meat and vegetables) with additional soup and fresh fruits or sweets.</li> </ul> <ol style="list-style-type: none"> <li>1. Caterer should submit latest Sanitary Permit.</li> <li>2. The crew must wear service uniforms in complete set (with caps/hair nets and gloves). They shall have a health certificate issued by the City/Municipal Health Office.</li> <li>3. The caterer should provide the following needed catering materials in the NEAP-RELC: <ol style="list-style-type: none"> <li>a. Table cloths, chairs, tables and cleaning materials such as tornado mop to maintain cleanliness and upkeep of the catering venue;</li> <li>b. Food warmer; and</li> </ol> </li> </ol>					

<p>c. Drinking glasses, cups, saucers and other utensils (must be breakable not plastic).</p> <p>4. Free-flowing brewed coffee should be provided to the participants by the caterer until the evening of each training day.</p> <p>5. Mineral water with dispenser should be provided and be made available for the participants anytime.</p> <p>6. The caterer must follow the end-user suggested menu, which must be within the approved standard rate and must be posted in the designated area in the mess hall.</p> <p>7. Ensure that the mess hall is clean and all things are in proper order / place before leaving.</p> <p>8. The crew and supervisor of the catering service can only leave the area when activity ends.</p> <p>9. The following expenses shall be charged against the contracted official food service provider/caterer:</p> <p>a. Use of kitchen and stockroom areas</p> <p>b. Water and electric bill</p> <p>c. Waste disposal fee</p> <p>10. They shall pay the amount of Php50.00 per participant per day payable to NEAP-RELC through RO Accounting Section or it shall be automatically deducted from their payment until such time that the water and electric meters are installed, approved and ready for use by the contracted official food service provider.</p> <p>11. They shall provide a list of menu items for the program proponents to choose from and ensure a variety of healthy foods for meals and snacks.</p> <p>12. The catering service should be responsive to the request of participants regarding food restrictions as requested by the program management.</p> <p>13. The catering service provider and program proponent should closely coordinate with each other regarding food service.</p>	
<b>TOTAL COST:</b>	

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

<p align="center"><b><u>SCHEDULE OF REQUIREMENTS</u></b></p> <p>Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each SCHEDULE.</p>	<p align="center"><b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b></p> <p align="center"><b>(“Comply” or “Not Comply”)</b></p>
<p align="center"><b>JUNE 24-26, 2024, Sept. 23-25, 2024 and Decemebr 2-4, 2024 at NEAP-RELC, Malvar, Batangas</b></p>	
<p><b><u>FINANCIAL OFFER</u></b></p>	

Approved Budget for the Contract	Your Total Offered Quotation
<b>Php113,550.00</b>	In words:
	In figures:
<b><u>Payment Details:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government**

**accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**

11. 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 Department of Education Region IV-A shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Fax/Mobile Number

\_\_\_\_\_  
E-mail Address/es