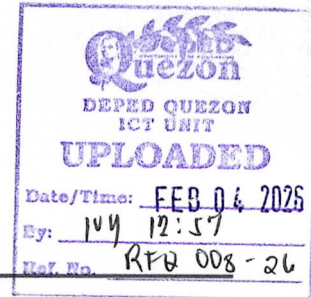




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-06-RFQS
Date: February 2, 2026

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the “SUPPLY AND DELIVERY OF FOOD FOR THE CONDUCT OF INTERNAL QUALITY AUDIT” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : SUPPLY AND DELIVERY OF FOOD FOR THE CONDUCT OF INTERNAL QUALITY AUDIT
- Approved Budget for the Contract** : One Hundred Eighteen Thousand Four Hundred Pesos & 00/100 (PhP 118,400.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : Delivery shall take place on June 15 & 19, 2026/Nov 9 & 13, 2026

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of February 9, 2026 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

LORENA S. WALANGSUMBAT
BAC Chairman
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

You may also download the quotation form at www.depedquezon.com.ph.

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

LORENA S. WALANGSUMBAT
BAC Chairman

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APPROVED BUDGET FOR THE CONTRACT

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY AND DELIVERY OF FOOD FOR THE CONDUCT OF INTERNAL QUALITY AUDIT June 15 2026 June 19 2026 Nov 9 2026 Nov 13 2026 Library Hub, SDO-Quezon		June 15 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37	800.00	29,600.00
		June 19 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37	800.00	29,600.00
		Nov 9 2026 (Internal Quality Audit) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37	800.00	29,600.00
		Nov 13 2026 (Internal Quality Audit) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37	800.00	29,600.00
GRAND TOTAL						118,400.00

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Annex "C"

PRICE QUOTATION FORM

_____ Date

The Bids and Awards Committee
 DepED, Division of Quezon
 Talipan. Pagbilao, Quezon

Sir/Madam:

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

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY AND DELIVERY OF FOOD FOR THE CONDUCT OF INTERNAL QUALITY AUDIT June 15 2026 June 19 2026 Nov 9 2026 Nov 13 2026 Library Hub, SDO-Quezon		June 15 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37		
		June 19 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37		
		Nov 9 2026 (Internal Quality Audit) FOOD Breakfast/AM Snack/Lunch/PM Snack	PAX	37		
		Nov 13 2026 (Internal Quality Audit) FOOD Breakfast/AM	PAX	37		

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	Snack/Lunch/PM Snack				
GRAND TOTAL					

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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Annex "D"

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Project Description	Item No.	Item Description	Statement of Compliance
SUPPLY AND DELIVERY OF FOOD FOR THE CONDUCT OF INTERNAL QUALITY AUDIT June 15 2026 June 19 2026 Nov 9 2026 Nov 13 2026 Library Hub, SDO-Quezon		June 15 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD – 37pax Breakfast/AM Snack/Lunch/PM Snack	
		June 19 2026 (Mock Internal Quality Audit for Readiness Assessment) FOOD – 37pax Breakfast/AM Snack/Lunch/PM Snack	
		Nov 9 2026 (Internal Quality Audit) FOOD – 37pax Breakfast/AM Snack/Lunch/PM Snack	
		Nov 13 2026 (Internal Quality Audit) FOOD – 37pax Breakfast/AM Snack/Lunch/PM Snack	
		Packed foods to be delivered at Library Hub, SDO-Quezon • Breakfast – Rice, 2	

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	<p>viands, fresh fruits, bread and butter and coffee</p> <ul style="list-style-type: none">• Morning Snacks- Snacks and 250 ml drinks or juice• Lunch – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks• Afternoon Snacks- Snacks and 250 ml drinks or juice• Free flowing purified water and coffee• Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions	
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I hereby certify to comply with all the above technical specifications.

Name of Bidder

Signature Over Printed Name of Representative

Date

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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class “A” Documents

1. Legal Documents

- Philgeps Registration
- Mayor’s/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Notarized Special Power of Attorney for Single Proprietorship or Secretary’s Certificate for Corporation, if applicable
- Statement of Compliance to Technical Specifications

Class “B” Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

Notes:

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*
- 3. Documents must be fastened to avoid missing of pages and must be have ear tags for easy identification*

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