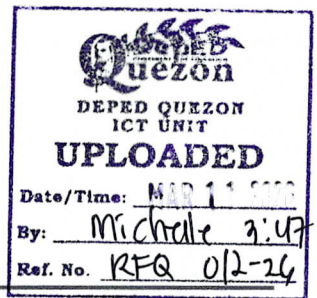




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2026-10-RFOS  
Date: March 11, 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 PLANNING WORKSHOP FOR THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)” 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 PLANNING WORKSHOP FOR THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)
- Approved Budget for the Contract** : Seventy Four Thousand Four Hundred Pesos & 00/100 (PhP 74,400.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 15 CD upon receipt of Purchase Order

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 March 16, 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.quezon.deped.gov.ph](http://www.quezon.deped.gov.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 PLANNING WORKSHOP FOR THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) March 18-19 2026  To be delivered at SDO-Quezon, Sitio Fori, Talipan, Pagbilao, Quezon		March 18 2026 FOOD Breakfast /AM Snack/ Lunch/PM Snack / Dinner	PAX	31	1,200.00	37,200.00
		March 19 2026 FOOD Breakfast /AM Snack/ Lunch/PM Snack / Dinner	PAX	31	1,200.00	37,200.00
<b>GRAND TOTAL</b>						<b>74,400.00</b>

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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 PLANNING WORKSHOP FOR THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) March 18-19 2026		March 18 2026 FOOD Breakfast /AM Snack/ Lunch/PM Snack / Dinner	PAX	31		
		March 19 2026 FOOD Breakfast /AM Snack/ Lunch/PM Snack / Dinner	PAX	31		
To be delivered at SDO-Quezon, Sitio Fori, Talipan, Pagbilao, Quezon	<b>GRAND TOTAL</b>					

TOTAL AMOUNT IN WORDS

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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 PLANNING WORKSHOP FOR THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) March 18-19 2026  To be delivered at SDO-Quezon, Sitio Fori, Talipan, Pagbilao, Quezon		March 18 2026 FOOD - 31pax Breakfast /AM Snack/ Lunch/PM Snack / Dinner  March 19 2026 FOOD - 31 pax Breakfast /AM Snack/ Lunch/PM Snack / Dinner  Packed foods to be delivered at SDO-Quezon, Sitio Fori, Talipan, Pagbilao, Quezon <ul style="list-style-type: none"> <li>• Breakfast – Rice , 2 viands, fresh fruits , bread and butter and coffee</li> <li>• Morning Snacks- Snacks and 250 ml drinks or juice</li> <li>• Lunch – Rice, Vegetables, 2 viands, soup, dessert &amp; 250 ml drinks</li> <li>• Afternoon Snacks- Snacks and 250 ml drinks or juice</li> </ul>	

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	<ul style="list-style-type: none"><li>• Dinner – Rice, Vegetables, 2 viands, soup, dessert &amp; 250 ml drinks</li><li>• Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions</li></ul>	
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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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