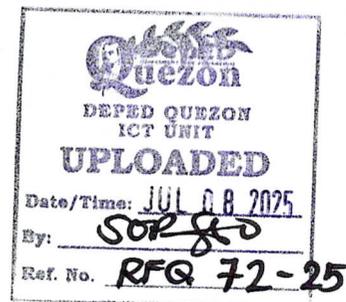




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2025-47R-RFQS  
Date: JULY 8, 2025

**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 SBFP FACE TO FACE CONFERENCE AND PROGRESS MONITORING OF DIVISION SBFP TWG: ADVANCING PROGRAM IMPACT THROUGH ON GROUND INSIGHTS FOR SY 2025-2026” 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 SBFP FACE TO FACE CONFERENCE AND PROGRESS MONITORING OF DIVISION SBFP TWG: ADVANCING PROGRAM IMPACT THROUGH ON GROUND INSIGHTS FOR SY 2025-2026
- Approved Budget for the Contract** : Sixty Thousand Pesos & 00/100 (PhP 60,000.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 30 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-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of July 14, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Joepe F. Falqueza  
BAC Chairman  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

You may also download the quotation form at [www.depedquezon.com.ph](http://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,

JOEPE F. FALQUEZA  
BAC Chairman

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DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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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 SBFP FACE TO FACE CONFERENCE AND PROGRESS MONITORING OF DIVISION SBFP TWG: ADVANCING PROGRAM IMPACT THROUGH ON GROUND INSIGHTS FOR SY 2025-2026  July 16, 2025 August 29, 2025 October 31, 2025 December 12, 2025		FOOD: AM Snack and Lunch				
		July 10, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30	500.00	15,000.00
		August 29, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30	500.00	15,000.00
		October 31, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30	500.00	15,000.00
		December 12, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30	500.00	15,000.00
<b>GRAND TOTAL</b>						<b>60,000.00</b>

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DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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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 SBFP FACE TO FACE CONFERENCE AND PROGRESS MONITORING OF DIVISION SBFP TWG: ADVANCING PROGRAM IMPACT THROUGH ON GROUND INSIGHTS FOR SY 2025-2026  July 16, 2025 August 29, 2025 October 31, 2025 December 12, 2025		FOOD: AM Snack and Lunch  July 16, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30		
		August 29, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30		
		October 31, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30		
		December 12, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)	PACK	30		
<b>GRAND TOTAL</b>						

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 SBFP FACE TO FACE CONFERENCE AND PROGRESS MONITORING OF DIVISION SBFP TWG: ADVANCING PROGRAM IMPACT THROUGH ON GROUND INSIGHTS FOR SY 2025-2026  July 16, 2025 August 29, 2025 October 31, 2025 December 12, 2025		FOOD: AM Snack and Lunch  July 16, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)  August 29, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)  October 31, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)  December 12, 2025 (MEALS – A.M SNACKS AND LUNCH, HALAL, COMPLETE MEAL)  • Morning Snacks- Snacks and 250 ml drinks or juice • Lunch – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks	

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	<ul style="list-style-type: none"><li>• Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions</li><li>• Packed in a food-grade container with spoon and fork wrapped in a tissue paper sealed in a small plastic bag</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
- Authority of the Signatory

**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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