



Republic of the Philippines
Department of Education
Cordillera Administrative Region

REQUEST FOR QUOTATION
(RFQ No. 20-09-059)

PROJECT: CATERING SERVICES FOR THE CONDUCT OF THE FIRST SEMESTER 2020 PERFORMANCE REVIEW AND REGIONAL PLANNING CONFERENCE FOR 2021

INVITATION

Date: September 3, 2020

Request for Quotation No.: 20-09-059

To Eligible Suppliers:

The DepED-CAR Regional Office through its Bids and Awards Committee (BAC), invites suppliers to quote for the **CATERING SERVICES FOR THE CONDUCT OF THE FIRST SEMESTER 2020 PERFORMANCE REVIEW AND REGIONAL PLANNING CONFERENCE FOR 2021** to be held at the RNEAP, DepEd Regional Office Compound, Wangal, La Trinidad, Benguet on September 9-11, 2020. Quotations should be **inclusive** of tax.

The total approved Budget for the project is **Php 63,330.00.**

Quotations with supporting documents may be submitted in person, by letter, facsimile or thru email at depedcar.bacsecretariat@gmail.com **not later than 2 pm of September 7, 2020.** For any inquiry, please refer to the members of the BAC Secretariat at DepED-CAR RO, Wangal, La Trinidad, Benguet with telefax numbers (074) 422-1804 / 422-5155. Upon receipt of quotation/s on the submission deadline, the BAC shall open the quotations.

Very truly yours,


FLORANTE E. VERGARA
BAC Chairperson

Bacsec/CDAD/jc



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



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I. QUOTATION FORM
(RFQ No. 20-09-059)

**CATERING SERVICES FOR THE CONDUCT OF THE FIRST SEMESTER 2020
PERFORMANCE REVIEW AND REGIONAL PLANNING CONFERENCE FOR 2021**

ABC: Php 63,330.00

Item No.	Date	QTY	Description	Unit Price	Total
	September 9, 2020	53 pax	AM Snacks		
		53 pax	Lunch		
		53 pax	PM Snacks		
	September 10, 2020	53 pax	AM Snacks		
		53 pax	Lunch		
		53 pax	PM Snacks		
	September 11, 2020	53 pax	AM Snacks		
		53 pax	Lunch		
		53 pax	PM Snacks		
Note: With overflowing brewed coffee with milk/tea and water and provision of "pick a food", candies and alcohol					
Please see proposed menu					
TOTAL					

Respectfully returned to the Chairman of the BAC, DepED-CAR RO, with prices (inclusive of tax) herein quoted. All requirements/terms/conditions specified by that Office in this RFQ (Section I and Section II) are hereby accepted.

Name of Business and Signature of Supplier
Contact No. _____



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | **Fax No.:** (074) 422-4074
Website: www.depedcar.ph | **Email Address:** car@deped.gov.ph



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II. TERMS AND CONDITIONS
(RFQ No. 20-09-059)

A. Submission of Quotations

The Requests for Quotation documents can be faxed or emailed to you upon request provided you provide your telefax number/email address. These may also be taken at the Administrative Division Office of the DepED-CAR Regional Office.

Quotations and any other requirement stated below, if submitted personally, should be received at the Administrative Division Office at DepED- CAR Regional Office, Wangal, La Trinidad, Benguet. **Not later than 2 pm of September 7, 2020** Quotations submitted by the supplier should be ***inclusive of tax.***

B. Requirements

The supplier should:

1. Submit duly accomplished/signed ***Request for Quotation (RFQ) Documents (Section I and Section II)*** together with the copies of the following:

- i. 2020 Mayor's Permit/Business Permit
- ii. PhilGEPS Registration number

On or before 2 pm of September 7, 2020;

2. Submit

- i. Income/Business Tax Return
- ii. Omnibus Sworn Statement

Prior to issuance of Notice of award.





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C. Award/Contract

1. DepED-CAR RO shall award the Purchase Order to the supplier whose offer is determined to be the lowest complying and responsive quotation.
2. The quotation of the supplier and his acceptance of the Purchase Order shall constitute a binding contract between DepED-CAR RO and the Supplier.
3. For the number of participants during the activity proper, 90% is the guaranteed number. The procuring entity shall pay for the actual number in excess of the 90%.

D. Deliveries and Inspection

The winning caterer shall coordinate with the program owner with regards the time of meals and the designated area where the meals are to be served.

E. DepED-CAR RO reserves the right to accept or reject any quotation, to annul or cancel the process, and to reject all quotations at any time prior to the award of the Purchase Order, without thereby incurring any liability to the affected Supplier(s). It has no responsibility whatsoever to compensate the supplier for any expense incurred in the preparation of the quotation nor does it have any obligation to inform the affected Supplier(s) of the reasons of its decision.

I hereby concur/certify to comply with the above terms/conditions:

Name of supplier	Signature Over Printed Name of Representative	Date
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**Menu on the Conduct of the First Semester 2020 Performance and Regional Planning
Conference 2021**

September 9-11, 2020

	Day 1 September 9, 2020	Day 2 September 10, 2020	Day 3 September 11, 2020
SNACK	Arroz Caldo Dutch Mill	Chicken Sandwich Chuckie	Pancit with pan de sal Canned juice
LUNCH	Plain Rice Pinikpikan Chopsuey Fried Bangus Fresh Fruit/s	Plain Rice Shrimp Sinigang Pork Barbecue Chicken Adobo Vegetable Salad Fresh Fruit	Plain Rice Fried Chicken Adobong Sitaw Beef Stew Fresh Fruit
SNACK	Ube Pie Pineapple juice (in can)	Individually wrapped Bread Bottled C2	Toasted siopao Bottled coke (mismo)



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