



Region XII  
Division Of General Santos City  
**BIDS AND AWARDS COMMITTEE**  
**DEPARTMENT OF EDUCATION**  
**REQUEST FOR QUOTATION**



Date: March 15, 2024  
Quotation No.: 061 - 03 - 2024

(Company Name)

(Address)

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time if delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

  
**MERVIE Y. SEBLON, CESE**  
BAC CHAIRMAN

**NOTE:**

- 1 PLS. PRINT ALL ENTRIES
- 2 DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX(6) MOS. FOR SUPPLIES & MATERIALS, ONE(1) YR. FOR EQUIPMENT,
- 4 FROM THE DATE OF ACCEPTANCE BY THE PROCURING ENTITY
- 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
- 6 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 7 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
- 8 BIDDERS SHALL SUBMIT INDIVIDUAL BID PRICE.

ITEM NO.	Item description	unit	quantity	Approved Budget for the Contract		Brand	BID AMOUNT	
				Unit Cost	Total		Unit Cost	Total
	<b>Lot: Division Seminar Workshops on the preparation of 1st to 4th Quarters FY 2024 reports April 3-5, 2024, July 4-5, 2024, October 2-4, 2024 and January 7-9, 2025</b>							
1	Day 1 to 3: (April 3-5, 2024) <b>Catering Services with Venue:</b> One (1) Meal for Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	9	1,800.00	16,200.00			
2	Day 1: (April 3, 2024) <b>Catering Services with Venue and Accommodation:</b> Two (2) Meals for Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	1,800.00	10,800.00			
3	Day 2: (April 4, 2024) <b>Catering Services with Venue and Accommodation:</b> Three (3) Meals for Breakfast, Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	2,000.00	12,000.00			
4	Day 3: (April 5, 2024) <b>Catering Services with Venue:</b> Two (2) Meals for Breakfast and Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	800.00	4,800.00			
5	Day 1 to 2: (July 4-5, 2024) <b>Catering Services with Venue:</b> One (1) Meal for Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	9	1,200.00	10,800.00			
6	Day 1: (July 4, 2024) <b>Catering Services with Venue and Accommodation:</b> Two (2) Meals for Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	1,800.00	10,800.00			
7	Day 2: (July 5, 2024) <b>Catering Services with Venue:</b> Two (2) Meals for Breakfast and Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	800.00	4,800.00			
8	Day 1 to 3: (October 2-4, 2024) <b>Catering Services with Venue:</b> One (1) Meal for Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	9	1,800.00	16,200.00			
9	Day 1: (October 2, 2024) <b>Catering Services with Venue and Accommodation:</b> Two (2) Meals for Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	1,800.00	10,800.00			

10	Day 2: (October 3, 2024) <b>Catering Services with Venue and Accommodation:</b> Three (3) Meals for Breakfast, Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	2,000.00	12,000.00			
11	Day 3: (October 4, 2024) <b>Catering Services with Venue:</b> Two (2) Meals for Breakfast and Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	800.00	4,800.00			
12	Day 1 to 3: (January 7-9, 2025) <b>Catering Services with Venue:</b> One (1) Meal for Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	9	1,800.00	16,200.00			
13	Day 1: (January 7, 2025) <b>Catering Services with Venue and Accommodation:</b> Two (2) Meals for Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	1,800.00	10,800.00			
14	Day 2: (January 8, 2025) <b>Catering Services with Venue and Accommodation:</b> Three (3) Meals for Breakfast, Lunch and Dinner with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	2,000.00	12,000.00			
15	Day 3: (January 9, 2025) <b>Catering Services with Venue:</b> Two (2) Meals for Breakfast and Lunch with 3 Main Course, Rice, Soup, Dessert & Drinks and Two (2) Snacks for Morning and Afternoon Session	pax	6	800.00	4,800.00			
	<b>General Specifications:</b> Free-flowing coffee Projector and Screen Sound System with Microphones Strong WiFi Connection Triple-Sharing Rooms Registration Table Water Dispenser for Drinking Water Buffet Table Setup Standby Waiters Non-Pork, Non-Seafood Extension Cords							
	***** nothing follows *****				-			
				<b>GRAND TOTAL</b>	<b>157,800.00</b>			

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

**DepEd Division of General Santos City**  
*Name of the Procuring Entity*

After having carefully read and accepted your General Conditions, I/ We quote you on the item at prices noted above.

REFERENCE	
PR #	061 - 03 - 2024
DATE	March 15, 2024

\_\_\_\_\_  
 Printed Named/Signature  
 \_\_\_\_\_  
 Tel. No./Cellphone No. email address  
 \_\_\_\_\_

DepEd-GSC/BACSec/ Michael  
**PHILGEPS REF. No.** \_\_\_\_\_

Date Published: \_\_\_\_\_ Closing Date: \_\_\_\_\_ Date \_\_\_\_\_ **8:00:00 am**



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XII  
Division Of General Santos City



**BIDS AND AWARDS COMMITTEE**

RFQ No. 061 - 03 - 2024

Project Name:

**Lot: Division Seminar Workshops on the preparation of 1st to 4th Quarters FY 2024 reports April 3-5, 2024, July 4-5, 2024, October 2-4, 2024 and January 7-9, 2025**

<u>Name of Establishment</u>	<u>Representative</u>	<u>Designation</u>	<u>Date</u>	<u>Signature</u>
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THIS IS TO CERTIFY that we have issued the aforementioned bidder/supplier whose signature appears opposite the name of their establishments, the copies of INVITATION TO APPLY FOR ELIGIBILITY AND TO BID checklist of requirements and the corresponding forms of bidding documents, in compliance with the R.A. 9184 the Division of General Santos City Bids and Awards Committee at \_\_\_\_\_ am/pm.

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF EMPLOYEE  
AUTHORIZED FOR THE DISTRIBUTION OF BIDS**