Republic of the Philippines

Department of Education

Region III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

REQUEST FOR QUOTATION

Date: July 23, 2026

RFQ No.: RFQ-SVP- 07-002

Company/Business Name: ______________________________

Address: ______________________________

Business/Mayor's Permit No.: ______________________________

TIN: ______________________________

PhilGEPS Registration Number ***(required)****:* ______________________________

The **Department of Education-Schools Division Office of Angeles City** through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Meals for the Division Management Committee Meeting (MANCOM) for the month of July 2026** with an Approved Budget for the Contract of **Forty-Five Thousand Two Hundred Pesos (Php45,200.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 24 July 2026,** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Interested service providers shall also submit a copy of the following documents along with the quotation on or before the above-mentioned deadline for submission of quotation:

a. **Valid Mayor's/Business Permit**
b. **PhilGEPS Registration Number**
c. **Income/Business Tax Return**
d. **Notarized Omnibus Sworn Statement and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may be access through this link: **https://tinyurl.com/289fukn8**

The Head of the Procuring Entity (HoPE) of DEPED SDO Angeles City reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 09486888461 or send email to bac.angelescity@deped.gov.ph.

[redacted]

EDGAR L. MANABAT PhD
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is ***highly encouraged*** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bac.angelescity@deped.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. Item/s delivered shall be inspected on the scheduled date and time of the DEPED SDO Angeles City. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
9. Payment shall be made within ten (10) working days from the complete delivery and acceptance of the goods and/or services, and upon submission by the supplier, contractor, or consultant of the complete and required supporting documents, including the duly signed Delivery Receipt/Order Slip, Sales Invoice and/or Billing Statement, and other documents as may be required. Upon the availability of the payment, the Cashier shall notify the supplier, contractor, or consultant for the release of payment. Payment may be claimed through check pick-up at the Cashier's Office during official working hours or, when applicable, through the Land Bank of the Philippines' Advice to Debit Account (ADA)/Bank Transfer Facility to the supplier's nominated bank account. Any applicable bank transfer fees or charges imposed by the servicing bank shall be for the account of the supplier, contractor, or consultant.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DEPED SDO Angeles City may

terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Meals for the Division Management Committee Meeting (MANCOM) for the month of July 2026			
Minimum Technical Specifications	**Quantity**	**Offered Technical Specification / Service**	**Statement of Compliance** ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
<u>Procurement of Meals for the Division Management Committee Meeting (MANCOM) for the month of July 2026</u> **Delivery Period –** July 29, 2026 **Delivery Address -** Gabaldon Bldg., School Division of Angeles City **Specification** – The catering services shall cover <u>one (1) day</u> activity session, with a total requirement of <u>113 participants.</u> The DEPED SDO Angeles City reserves the right to modify, merge, reschedule, reduce, or increase the activities and corresponding participant requirements, as deemed necessary. Payment shall be based solely on actual services rendered and duly billed participants. The actual date of the activity and quantity of meals shall be communicated by the end-user three (3) calendar days before the actual date of the activity.	**113 Pax**		

Requirements – 1. Meals per day shall be composed of the following: • AM Snacks – Noodles/Pasta with Bread, Bottled Water/Coffee • Lunch – Steamed Rice, Pork/Beef, Chicken/Fish, Vegetable, Dessert/Seasoned Fruits, Bottled Water • PM Snacks – Bread/Sandwich, Noodles/Pasta, Bottled Water 2. Packed/Buffet table set-up with catering equipment and dinnerware (if buffet setup, with at least two uniformed waiters and to-go biodegradable packaging materials ready) 3. Meals must be freshly cooked and prepared on the day of the activity The DEPED SDO Angeles City shall pay the service provider the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement. Billing shall be made every after activity. The actual date of the activity and quantity of meals shall be communicated by the end-user three (3) calendar days before the actual date of the activity.			
******nothing follows********			

FINANCIAL OFFER:

Terms of Payment:

Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of billing and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: ______________________________
Account Number: ______________________________
Account Name (should be the exact account name as registered in the bank):

*Bank Branch:*______________________________
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Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

Procurement of Meals for the Division Management Committee Meeting (MANCOM) for the month of July 2026	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
Forty-Five Thousand Two Hundred Pesos (Php45,200.00)	**In words:** ____________________ **In figures**: ____________________

____
Signature over Printed Name

____
Position/Designation

____
Office Telephone/Fax/Mobile Nos.