



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

REQUEST FOR QUOTATION

Date : September 19, 2025
PR No.: 2025-09-0140

Name of Company _____

Address _____

TIN _____

PhilGEPS Registration No. _____

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-09-0140 – Provision of Food and Catering Services for the conduct of CY 2025 Audit Entrance Conference on September 30, 2025 at the SDO Conference Hall** with an Approved Budget for the Contract (ABC) of **TWENTY-ONE THOUSAND PESOS ONLY (P 21,000.00).**

Delivery Period: 1 day

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last passage of this RFQ. Kindly accomplish and submit this RFQ via e-mail at sdobatangas.accounting@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to CID Office, DepEd Division of Batangas **not later than 22 September 2025 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance **(if applicable)**
4. Latest Income/Business Tax Return **(if applicable)**
5. Notarized Omnibus Sworn Statement
6. BIR-2303

Lastly, please be informed that submission of a copy of **BIR 2303 (align with the requirements to the project being procured)** shall be required from the winning bidder prior to issuance of notice of award.

For any clarification, you may contact us via email at sdobatangas.accounting@deped.gov.ph

EDUARDA U. ALON
Accountant III



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.10.25	Page	1 of 5



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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

Annex "A"

PROGRAM TITLE					
PR No. 2025-09-0140 – Provision of Food and Catering Services for the conduct of CY 2025 Audit Entrance Conference on September 30, 2025 at the SDO Conference Hall					
Description/Technical Specifications					Statement of Compliance
Unit	Item Description	Qty	Unit Cost	Total Cost	
pax	Meals for the Participants	42			
	AM Snacks – Sandwich, Juice, Bottled Water				
	Lunch – Rice, 2 Viands, Desserts, Juice, Bottled Water				
	Total				



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate "0" if item being offered is for free.

TITLE/PROGRAM	
PR No. 2025-09-0140 – Provision of Food and Catering Services for the conduct of CY 2025 Audit Entrance Conference on September 30, 2025 at the SDO Conference Hall <i>Approved Budget for the Contract in the amount of Twenty-One Thousand Pesos (P 21,000.00)</i>	
Your Total Offered Quotation in Words	In figures

Terms of Payment:

- Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

5. Award of contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications
8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specification.
9. 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 Batangas shall rescind 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.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	