



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

REQUEST FOR QUOTATION

Date : 29 February 2024
 PR No.: 2024-02-0026

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: **Dialogue with Commission on Audit (COA) in relation to Regional Exit Conference to be held on March 11, 2024 at the SDO Conference Hall** with an Approved Budget for the Contract (ABC) of Twenty Thousand Pesos only (**Php 20,000.00**).

Delivery Period: One (1) calendar days

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly 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 BAC Office, DepEd Division of Batangas **not later than 04 March 2024 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**)

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


GREGORIO T. MUECO, CESO VI
 BAC Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.com

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

Annex "A"

Food for the Dialogue with Commission on Audit (COA) in relation to Regional Exit Conference to be held on March 11, 2024 at the SDO Conference Hall for 50 pax with PR No. 202-02-0026

*Important Note: State "**Comply**" in the column "**Statement of Compliance**" against each of the individual parameters of each "Specifications".*

Description/Technical Specifications	Statement of Compliance
Assisted Buffet Lunch - Rice, Vegetables, 2 Viands, Soup, Dessert and Bottled Water	

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.