



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

**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

Date : 23 October 2025

PR No.: 2025-10-0157

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 Negotiated Procurement – 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.: 2025-10-0157 Food and Catering Services for the conduct of SDO Batangas Annual Blood Letting Drive on November 7, 2025** at the Conference Hall, SDO Batangas with an Approved Budget for the Contract (ABC) of Sixteen thousand Pesos only (**Php 16,000.00**).

Delivery Period: One (1) day

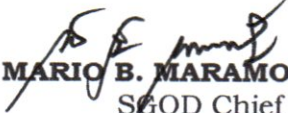
Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at [sdobatangas.health@deped.gov.ph](mailto:sdobatangas.health@deped.gov.ph) or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to BAC Office, DepEd Division of Batangas **not later than 27 October 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
4. Latest Income/Business Tax Return (for ABC of 500k and above)
5. Omnibus Sworn Statement (template attached hereto as Annex "B")

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.** Lastly, please be informed that submission of a copy of **BIR 2303 (align with the requirements to the project being procured) and notarized Omnibus Sworn Statement** 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.health@deped.gov.ph](mailto:sdobatangas.health@deped.gov.ph)

  
**MARIO B. MARAMOT, PhD**  
SGOD Chief



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)

Website: [www.depedbatangas.com](http://www.depedbatangas.com)

|                |               |      |        |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F124 | Rev  | 00     |
| Effectivity    | 03.10.25      | Page | 1 of 4 |



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**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.

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

| <b>PR No.: 2025-10-0157 - Food and Catering Services for the conduct of<br/>SDO Batangas Annual Blood Letting Drive<br/>at the Conference Hall, SDO Batangas<br/>November 7, 2025<br/>PR No: 2025-10-0157</b> |                        |                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------|
| <b><i>Description/Technical Specifications</i></b>                                                                                                                                                            | <b><i>Quantity</i></b> | <b><i>Statement of Compliance</i></b> |
| Food and Catering Services                                                                                                                                                                                    |                        |                                       |
| AM Snacks – Snacks & Drinks                                                                                                                                                                                   | 60                     |                                       |
| Lunch – rice, 2 viands, vegetables, desserts and water                                                                                                                                                        | 25                     |                                       |



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**FINANCIAL OFFER**

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

|                                                                                                                                                                                                                                                                                       |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Food and Catering Services for the conduct of SDO Batangas Annual Blood Letting Drive at the Conference Hall, SDO Batangas on November 7, 2025</b><br><b>PR No: 2025-10-0157</b><br><i>Approved Budget for the Contract (ABC) of Sixteen thousand Pesos only (Php. 16,000.00).</i> |                          |
| <b><i>Your Total Offered Quotation in Words</i></b>                                                                                                                                                                                                                                   | <b><i>In figures</i></b> |
| <br><br><br><br><br><br><br><br><br><br>                                                                                                                                                                                                                                              |                          |

**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:



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**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 **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.
5. Award of contract shall be made to the lowest calculated and responsive quotation that 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 specifications.
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:               |  |