



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OFFICE OF ESCALANTE CITY

Bids and Awards Committee

Project Name:

**PROCUREMENT OF FOOD AND SERVICES (VENUE AND ROOM ACCOMMODATION)
FOR THE SCHOOL WORK AND FINANCIAL PLAN (WFP) APPRAISAL AND FINALIZATION**

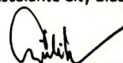
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Request for Quotation

Date: 10/07/2026
Quotation #: RFQ2026-01-116
Mode of Procurement: Small Value Procurement

To all Eligible Service Providers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in an envelope not later than 10/12/2026 at DepEd, Division of Escalante City BAC Office, Escalante City, Negros Occidental, Philippines. For more information please call SDO Escalante-BAC Secretariat at Telephone No.: (034) 724-5720, (034) 454-0746. Prospective service provider shall be responsible to verify details of items described below with the Office of the Schools Division of Escalante City Bids and Awards Committee, Telephone No. (034) 724-5720, (034) 454-0746


MARITES C. CAPILITAN, PhD
Chairperson, Bids and Awards Committee

II.

Delivery Date for the Service/s	Schedule of Delivery	Delivery Location	Approved Budget for the Contract	Price offered for the item/s
OCTOBER 28-30, 2026	OCTOBER 28-30, 2026		567,200.00	
NAME OF PROJECT:	PROCUREMENT OF FOOD AND SERVICES (VENUE AND ROOM ACCOMMODATION) FOR THE SCHOOL WORK AND FINANCIAL PLAN (WFP) APPRAISAL AND FINALIZATION			

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Service Provider's Name:	TIN No.		
Address:			
Telephone No.	Fax no.	E-mail	
Service Providers' Authorized Representative			Date:
Signature over Printed Name:			

Bids and Awards Committee

Instruction: Indicate "comply" or "not comply" in the space provided below.

ITEMS & DESCRIPTION	Unit	No. of item/unit	ESTIMATED UNIT COST	Unit Price (ABC)	Price Offered	Total Price Offered	Statement of Compliance (State "Comply" or "Not Comply")
DAY ZERO (0)							
FOOD AND ACCOMMODATION							
PM Snacks Includes: Cassava Cake, 2pcs Puto, Iced Tea/ Juice	PAX	8	100.00	800.00			
Dinner comprises: Chicken Estofado, Roast Pork Loin w/ Sage Sauce, Buttered Vegetable, Steamed Rice, Fresh Fruits in Season, One Round Softdrinks	PAX	8	400.00	3,200.00			
Accommodation for 8 pax	PAX	8	800.00	6,400.00			
DAY ONE (1)							
Breakfast Includes Scrambled Egg, Chorizo, Boneless Dillis, Steamed Rice, Fresh Fruits in Season, A Choice of Coffee or Choco	PAX	116	200.00	23,200.00			
AM Snacks Includes: Pancit Molo, Toasted Bread, Iced Tea/ Juice	PAX	116	100.00	11,600.00			

Lunch Includes: Tinolang Manok, Fish w/ Tausi Sauce, Adobong Kangkong, Steamed Rice, Fresh Fruits In Season, One Round Softdrinks	PAX	116	400.00	46,400.00			
PM Snacks Includes: Chicken Ala King, Chips, Iced Tea/ Juice	PAX	116	100.00	11,600.00			
Dinner Includes: Oriental Stir Fried Veggies, Breaded Porkchop, Fish Finger w/ Garlic Mayo, Steamed Rice, Fresh Fruits in Season, One Round Softdrinks	PAX	116	400.00	46,400.00			
DAY TWO (2)							
Breakfast Includes: Scrambled Egg, Chorizo, Boneless Dillis, Steamed Rice, Fresh Fruits In Season, A Choice of Coffee or Choco	PAX	116	200.00	23,200.00			
AM Snacks Includes : Pancit Molo, Toasted Bread, Iced Tea/ Juice	PAX	116	100.00	11,600.00			
Lunch Includes: Tinolang Manok, Fish w/ Tausi Sauce, Adobong Kangkong, Steamed Rice, Fresh Fruits In Season, One Round Softdrinks	PAX	116	400.00	46,400.00			
PM Snacks Includes: Chicken Ala King, Chips, Iced Tea/ Juice	PAX	116	100.00	11,600.00			
Dinner Includes: Oriental Stir Fried Veggies, Breaded Porkchop, Fish Finger w/ Garlic Mayo, Steamed Rice, Fresh Fruits in Season, One Round Softdrinks	PAX	116	400.00	46,400.00			
DAY THREE (3)							
Breakfast Includes: Scrambled Egg w/ Tomato & Onion, Luncheon Meat, Dried Fish, Steamed Rice, Fresh Fruits In Season, A Choice of Coffee or Choco	PAX	116	200.00	23,200.00			
AM Snacks Includes: Banana Muffins, Kropok, Iced Tea/ Juice	PAX	116	100.00	11,600.00			
Lunch Includes: KBL, Chicken BBQ, Vegetable Kare Kare, Steamed , Cassava Cake and One Round Softdrinks	PAX	116	400.00	46,400.00			
PM Snacks Includes: Tuna Alfredo Pasta, Toasted Bread, Iced Tea/ Juice	PAX	116	100.00	11,600.00			
ROOM ACCOMMODATION	PAX	116	1,600.00	185,600.00			
Total:				567,200.00			
Accommodation good for 116 pax which must satisfy the following specifications:							
The room must be occupied by not more than 4 pax with separate beds each and thick blankets							
With free complimentary toiletries and towels							
With free bottled water							
With strong free wifi connectivity access							
With tv and aircon							
FUNCTION HALL							
The function hall must comply with the following specifications:							
Can Accommodate at least 120 pax with at least 12 round/rectangular skirted tables and separate table for execom, registration, medical personnel and program management team during plenary sessions							
Fully-airconditioned							
Can accommodate 2 Break-out rooms with 50 pax each room							
with strong internet connectivity							
has a parking area that can accommodate at least 20 vehicles							
With at least 2 screen displays for projection							
With free 2 tarpaulin indicating the title of the activity (Venue and Outside the hall)							
With free toiletries in comfort/powder rooms							
With free-flowing coffee, hot choco and tea							
With free drinking water (Mineral)							
With elegant backdraft							
With stand-by food servers							
With food buffer good for 1-3 pax servings							
*****Nothing follows*****							

ITEMS DESCRIPTION	Statement of Compliance (State "Comply" or "Not Comply")
Documentary Requirements:	
1. Updated/Valid PHILGEPS Certificate of registration	
2. Quotation sheet shall include the terms of payment, price validity, company TIN.	
3. Business/Mayor's Permit or Official Receipt as proof of renewal upon post-qualification	

III. Terms and Conditions

A. Submission of Requirements

A. Submission of Requirements

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at Escalante City, Negros Occidental, Philippines. If quotation is sealed, please indicate in the envelope the quotation number and name of bidder.
2. In addition, you are required to submit the following necessary documents:
 - a. Present valid Mayor's Permit or Official Receipt as proof of renewal upon post-qualification; and,
 - b. Present valid Mayor's Permit prior to payment.
 - c. PhilGEPS Registration Number
 - d. Certification re: Compliance to DOLE Rules and Regulations as to employee compensation
 - e. Income/Business Tax Return
 - f. Original duly signed Omnibus Sworn Statement (OSS); 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

(Note: Supplier who already submitted their documents in the previous procurement/s may no longer submit the necessary documents mentioned above.)

B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

C. Ocular Inspection

The BAC, if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

D. Award

The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC and end-user shall be awarded the contract.

Bids and Awards Committee

In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been Post-Qualified, the method to be used to break the tie is "draw lots" which is non-discretionary and non discriminatory.

In case of non-appearance of one party, it waives the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

E. Delivery of Service

Delivery of Goods/s shall be on the date specified in the Request for Quotation (RFQ) or in the Purchase Order. In case the service/s shall be moved by the end-user within the validity period (30 days) the service provider is responsible to accommodate the request. On the other hand, the service provider may reject the award if the new schedule is beyond the validity period.

F. Evaluation of Quotations

Quotation shall be compared and evaluated on the basis of the following criteria:

1. Price Quotation;
2. Compliance with Items & Description
3. Completeness of documents submitted

Note: (Validation of the submitted documents is done during post-qualification.)

G. Instructions

Provider shall be responsible for the source(s) of its goods/services/equipment, which shall provide in accordance with the schedule, and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order/contract issued to the provider.

1. Provider who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepEd or any of the DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 12009 and its revised IRR against the supplier.
2. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
3. All transactions are subject to withholding of credible Value Added Tax and/or Expanded VALUE Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

J. Payment

One Hundred Percent (100%) may be paid to the Provider's Account less Government Taxes after the complete delivery/ies; based on the actual completed Delivery of the Goods/Services.

The DepEd Escalante City-Bids and Awards Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders



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DepEd TBayo Escalante City



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