



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Tacloban City



August 8, 2022

Date

023-CSA50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

**Procurement of Food, Venue & Accommodation: CONDUCT OF REGIONAL  
 MANAGEMENT COMMITTEE MEETING  
 August 25 & 26, 2022**

Location of the Project:

Tacloban City

## REQUEST FOR QUOTATION

Please quote your lowest price on the

**Procurement of Food, Venue & Accommodation: CONDUCT OF REGIONAL  
 MANAGEMENT COMMITTEE MEETING  
 August 25 & 26, 2022**

as specified below and submits your quotation duly signed by your representative not later than

**August 12, 2022 9:00 AM**

1. The approved budget for the contract is :
2. Duration of Bidding is within:
3. Closing Date and Time:
4. Expected Date of Delivery/Date of Activity:

<b>PHP</b>		<b>255,000.00</b>
August 8, 2022	to	August 12, 2022
August 12, 2022	/	9:00 AM

**Signed**

**EDGAR Y. TENASAS**  
 ASDS/BAC Chairman

**TERMS AND CONDITIONS :** (Failure to comply with the following requirements shall result in the disqualification of your bid) :

**A.**

1. Use this prescribed form and all entries herein must be typewritten/printed legibly.
2. Bids exceeding the ABC shall be disqualified.
3. Multiple bids are not allowed.
4. E-mail/submit one copy of Sealed Quotation to the BAC Secretariat.
5. Absence and/or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
6. Place of delivery is DepEd City Division Office, Real Street, San Fernando Compound, Tacloban City to be done within immediate days from receipt of the order.

**B.**

### Eligibility Requirements

#### Class "A" Documents

PhilGEPS Certificate of Registration and Membership "Platinum" in accordance with Section 8.5.2 of the IRR.

- a. ☐ Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as required in the BDS;
- b. ☐ Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
- c. ☐ Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;
- d. ☐ Philippine Contractors Accreditation Board (PCAB) license and registration; and (For Infra only)
- e. ☐ Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

Contact Person:

**Mark Chester Anthony Gariando Tamayo**  
 BAC SECRETARIAT  
 Real St, Tacloban City  
 Leyte  
 Philippines 6500  
 09161216964/09474912951  
[tcdobacsecretariat@gmail.com](mailto:tcdobacsecretariat@gmail.com)



Republic of the Philippines  
**Department of Education**  
 Regional Office No. VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Real Street, Tacloban City



RIV No. \_\_\_\_\_

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_**QUOTATION FORM**

QTY	UNIT	DESCRIPTION OF ARTICLE	UNIT	TOTAL	REMARKS
			PRICE	PRICE	
		<b>Food, Venue &amp; Accommodation: CONDUCT OF REGIONAL MANAGEMENT</b>			
		<b>COMMITTEE MEETING</b>			
		<b>AUGUST 25 &amp; 26, 2022</b>			
		<b>Day 1 (August 25, 2022)</b>			
		<i>Breakfast (Buffet)</i>			
		<i>AM Snack/s</i>			
		<i>Lunch (Buffet): 2 Main Dishes, 1 side dish, Rice, desserts and softdrinks</i>			
		<i>PM Snack/s</i>			
		<i>Dinner (Buffet): 2 Main Dishes, 1 side dish, Rice, desserts and softdrinks</i>			
		<b>Day 2 (August 26, 2022)</b>			
		<i>Breakfast (Buffet)</i>			
		<i>AM Snack/s</i>			
		<i>Lunch (Buffet): 2 Main Dishes, 1 side dish, Rice, desserts and softdrinks</i>			
		<i>PM Snack/s</i>			
		<i>Dinner (Buffet): 2 Main Dishes, 1 side dish, Rice, desserts and softdrinks</i>			
		<b>REQUIREMENT &amp; SPECIFICATIONS:</b>			
		<i>1) Function Hall with available LED Wall for 2 Days</i>			
		<i>2) Internet Speed must not be not less than 150MBPS</i>			
		<i>3) Maximum of 3 pax per room accommodation</i>			
		<i>4) 8 Seaters Table = 4 pax/table for Physical Distancing</i>			
		<i>5) Overflowing Coffee, Milo and Tea</i>			
		<i>6) Access to Cold/Hot Drinking Water Through at the Activity</i>			
		<i>7) Venue must have stage &amp; podium w/ 2 functional wireless microphone</i>			

Open at: DepEd Tacloban City Division \_\_\_\_\_ AM \_\_\_\_\_ PM, On \_\_\_\_\_ 2022

The above quoted price are inclusive of all costs and applicable taxes.

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked "NONE". The terms and conditions specified above and at the back of this form are hereby offered.

\_\_\_\_\_  
Official/ Designation\_\_\_\_\_  
NAME OF COMPANY\_\_\_\_\_  
ADDRESS

Canvass Server: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cellphone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_



Republic of the Philippines  
Department of Education  
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**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City



Date: \_\_\_\_\_

**TO: SBAC, Dep.ED. CDO**  
**Real Street San Fernando Compound**  
**Tacloban City**

I/We waive the right to be personally present at the opening of bids for the:

**Procurement of Food, Venue & Accommodation: CONDUCT OF REGIONAL**  
**MANAGEMENT COMMITTEE MEETING**  
**August 25 & 26, 2022**

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City



Date: \_\_\_\_\_

**CERTIFICATION**

This is to certify that, the undersigned, have this day received from the Office of the Schools Division Superintendent, DepEd City Division Office, Real Street, Tacloban City. Notice to the Bidders/Request for Quotation of Prices of Food Catering Goods, Supplies, Materials and Equipments for the use in the office which will be opened on August 12, 2022 9:00 AM, 2022 at Depd Tacloban City Division Office, Real Street, Tacloban City

**NAME OF BIDDER:** \_\_\_\_\_  
**SIGNATURE OF BIDDER/REPRESENTATIVE:** \_\_\_\_\_  
**DATE AND TIME:** \_\_\_\_\_

