



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



March 15, 2024

Date

012-CSB50-CY2024

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Food & Venue for Stakeholder's Convergence May 15, 2024

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Food & Venue for Stakeholder's Convergence May 15, 2024

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

March 20, 2024

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:

PHP		47,500.00	
March 15, 2024	to	March 20, 2024	
March 20, 2024	/	9:00 AM	

signed

HENRIETTA T. MANAGBANAG  
ASDS/BAC Chairwoman

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
- 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. ☐ Delivery Receipt registered in BIR
- 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	
		Activity: Local Stakeholder's Convergence May 15, 2024			
50	pax	Food (2 snacks and lunch)			
50	pax	Venue			
		1.within Tacloban City			
		2. with Baisc Lights and Sound system			
		3. must have tarpaulin of the event, 3 microphones and a projector			
		4. with long tables and chairs arranged U-shaped			
		AM Snack: meat Roll and cucumber lemonade			
		Lunch: Cream of Mushroom Soup			
		Sweet & Sour Fish Fillet			
		Pot Roast Pork			
		Buttered Vegetables			
		Plain Rice			
		Macaroons			
		PM Snack: Pancit Palabok with Bread & Iced Tea			

Open at: DepEd Tacloban City Division \_\_\_\_\_ AM \_\_\_\_\_ PM ,On \_\_\_\_\_ 2024

The above quuoted 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

Telephone No:

Fax No:

Cellphoone No:

Email Address

Date:

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



Republic of the Philippines  
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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 for Stakeholder's Convergence May 15, 2024**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Very truly yours,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Republic of the Philippines  
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**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 closed on March 20, 2024 9:00 AM, 2024 at DepdTacloban City Division Office, Real Street, Tacloban City

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

