



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LA UNION

Bids and Awards Committee (BAC)

REQUEST FOR QUOTATION

Date: **February 28, 2026**

RFQ No.: **SDOLU-A013-2026**

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number and validity(**required**): _____

Department of Education – La Union Schools Division, through its Bids and Awards Committee (BAC), intends to procure the **Meals, Snacks, and Venue/Accommodation for the Conduct of the Division Convergence 2026 on March 13-15, 2026**, through **Section 34.1 Small Value Procurement** of the 2025 Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your best offer personally for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 10:00 AM of 6 March 2026**, addressed to:

Please quote your **best offer** for the item/s described herein, addressed to:

EMELYN C. HOBAYAN, Ph.D.

Chairperson, Bids and Awards Committee

DepEd-La Union Schools Division Office, Flores Street, Catbangan,

City of San Fernando, La Union

Telephone No.: 072-607-8127

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.



Address: Flores St. Catbangan, City of San Fernando, La Union 2500

Telephone Number: (072)607-6801



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Pursuant to 2025 Implementing Rules and Regulations of RA No. 12009, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

Document	Remarks
Copy of Updated Mayor's Permit or Business Permit	A copy of your updated Mayor's or Business Permit shall be required to be submitted <u>on the day of the award of contract</u>
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	Submit a signed Notarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith
Copy of Updated Certificate of PhilGEPS Registration	Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to register with the PhilGEPS and submit a Copy of Certificate of PhilGEPS Registration
Income/Business Tax Return	Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to submit a Copy of Income/Business Tax Return
BIR FORM 2303 (Certificate of Registration)	Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to submit a Copy of BIR FORM 2303 Certificate of Registration

For any clarification, you may contact us at telephone no. 072-607-8127 or email address at bac.sdolu@deped.gov.ph



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted.



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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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 – Division of La Union may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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

Meals, Snacks, and Venue/Accommodation for the Conduct of the Division Convergence 2026 on March 13-15, 2026		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
- With water dispenser and overflowing coffee for the whole duration of program - With stage and table set-up - Tarpaulin (5ft x 6ft)		
Note: Non-compliance with the minimum required specifications shall be rejected.		
External Supplier's Evaluation:		
- Must have at least seventy-five percent (75%) satisfactory rating from DEPED-SDOLU (if previous service provider), if applicable		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Branch: _____

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



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TITLE OF PROCUREMENT:

Meals, Snacks, and Venue/Accommodation for the Conduct of the Division Convergence 2026 on March 13-15, 2026

ITEM NO.	ITEM DESCRIPTIONS	UNIT	QTY	UNIT COST	UNIT COST OFFERED QUOTATION	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
	Meals and Snacks on March 13-15, 2026					
	Day 1					
	Lunch	Pax	86	350.00		
	PM Snacks	Pax	86	100.00		
	Dinner	pax	86	350.00		
	Venue/Accommodation	pax	86	200.00		
	Day 2					
	Breakfast	Pax	86	100.00		
	AM Snacks	Pax	86	100.00		
	Lunch	Pax	86	350.00		
	PM Snacks	Pax	86	100.00		
	Dinner	pax	86	350.00		
	Venue/Accommodation	pax	86	200.00		
	Day 3					
	Breakfast	Pax	86	100.00		
	AM Snacks	Pax	86	100.00		
	Venue/Accommodation	pax	86	100.00		
				GRAND TOTAL		

DELIVERY REQUIREMENT

a. Date of Conduct: March 13-15, 2026

b. Area of Delivery: La Union



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Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Two Hundred Fifteen Thousand Pesos Only (₱ 215,000.00)	In words: In figures: _____

Printed Name Over Signature:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email Address:	



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Division Learners Convergence 2026
March 13-15, 2026

MENU

March 13	March 14	March 15
	Breakfast: Chicken Tocino Scrambled Egg Fried Rice Water (500mL)	Breakfast: Boneless bangus w/ kamatis Boiled Egg Fried Rice Water (500mL)
	AM Snack: Arrozcaldo w/ Egg Juice	AM Snack: Spaghetti w/ 2 pcs of Shanghai Juice
Lunch: Pakbet Beef Steak Rice Banana Water (500mL)	Lunch: Chicken adobo Buttered Veggies Rice Mixed fruits Water (500mL)	
PM Snack: Special Empanada Soda in can	PM Snack: Fresh Lumpia Soda in Can	
Dinner: Buttered Vegetable Pork Caldereta Fruit salad Water (500mL)	Dinner: Dinengdeng Pork Adobo Banana Water (500mL)	

- With water dispenser and overflowing coffee for the whole duration of program.
- With stage and table set-up
- Tarpaulin (5ft x 6ft)

Prepared by:


EDELITO D. CHAN
PDO-Learner Formation Division