



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

REQUEST FOR QUOTATION

2025-SV-013

The Department of Education (DepEd) – Schools Division Office of Lucena City (SDO Lucena) through its Bids and Awards Committee (BAC), will undertake a **PROCUREMENT OF MEALS FOR THE CONDUCT OF THE “HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT”** of SDO-Lucena City in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: **PROCUREMENT OF MEALS FOR THE CONDUCT OF THE “HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT”**

Approved Budget for the Contract: **ONE HUNDRED TWENTY-FIVE THOUSAND PESOS only, Philippine Currency (P125,000.00)**

Specification/s: See attached Annex “A” Purchase Request for the Technical Specifications

Location: Conference Room 2nd Building 2nd Floor, Lucena West I ES Compound, Ilayang Iyam, Lucena City

Delivery Term: Within Seven (7) calendar days upon receipt of Notice to Proceed

LOT	Item and Descriptions/Technical Specifications	Quantity and Unit of Measure	Approved Budget for the Contract (ABC) in PhP	Total Price in Pesos
PROCUREMENT OF MEALS FOR THE CONDUCT OF THE “HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT”				
LOT 1	DAY 1-JUNE 24, 2025			
	AM Snacks -pasta with bread & fresh fruit juice Buffet Lunch -rice, two (2) main dishes (either pork/chicken/beef or	50 pax 50 pax	P 50,000.00	

	<p>seafood) vegetables, and dessert</p> <p>PM Snacks -sandwich & fresh fruit juice</p> <p>DAY 2-JUNE 25, 2025</p> <p>AM Snacks -pasta with bread & fresh fruit juice</p> <p>Buffet Lunch -rice, two (2) main dishes (either pork/chicken/beef or seafood) vegetables, and dessert</p> <p>PM Snacks -sandwich & fresh fruit juice</p> <p><i>Note: with free flowing brewed coffee, and drinking water for the whole duration of the training</i></p> <p><i>Delivery: to be delivered at Lucena City Teachers & Employees Conference Center (LCTECC), Lucena West I ES Compound, Ilayang Iyam, Lucena City</i></p>	<p>50 pax</p> <p>50 pax</p> <p>50 pax</p> <p>50 pax</p>		
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PROCUREMENT OF MEALS FOR THE CONDUCT OF THE “HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMP SB) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT”

LOT 2	<p>DAY 1-JULY 15, 2025</p> <p>AM Snacks -pasta with bread & fresh fruit juice</p> <p>Buffet Lunch -rice, two (2) main dishes (either pork/chicken/beef or</p>	<p>75 pax</p> <p>75 pax</p>	P 75,000.00	
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seafood) vegetables, and dessert			
PM Snacks -sandwich & fresh fruit juice	75 pax		
DAY 2-JULY 16, 2025			
AM Snacks -pasta with bread & fresh fruit juice	75 pax		
Buffet Lunch -rice, two (2) main dishes (either pork/chicken/beef or seafood) vegetables, and dessert	75 pax		
PM Snacks -sandwich & fresh fruit juice	75 pax		
<i>Note: with free flowing brewed coffee, and drinking water for the whole duration of the training</i>			
<i>Delivery: to be delivered at Lucena City Teachers & Employees Conference Center (LCTECC), Lucena West I ES Compound, Ilayang Iyam, Lucena City</i>			

Interested suppliers are required to submit their valid and current PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit, Updated Tax Clearance upon submission of quotation. For corporation, a registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document shall also be submitted.

For sole proprietorship, should the owner/sole proprietor himself/herself is not available on the opening of the bids, an authorized representative may attend the opening of bids provided such representative has a letter of authority or a Special Power of Attorney together with a copy of ID as proof of identification. For partnership, corporation and cooperative, a secretary certificate / resolution to represent the company/cooperative is needed.

Should you wish to submit your bids through electronic mail (email), you may send the same to bac.lucenacity@deped.gov.ph with the subject **PROCUREMENT OF MEALS FOR THE CONDUCT OF THE "HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT”

Kindly take note that the attached pertinent documents in the email shall be encrypted with password and in Portable Document Format (PDF) only.

There shall only be two (2) pertinent documents to be attached. The legal and technical components (PhilGEPS Platinum Membership/Red Membership, Mayor’s permit, Business Permit, DTI/SEC) shall be separated with the financial component (filled in bid form / RFQ). **Also, the bid shall be submitted by LOT.** Zipping the said documents or embedding the same in a third-party application such as but not limited to WinRAR is strictly prohibited. The bidder shall also provide the password for decryption when it submitted the same through email. The emailed bid will only be decrypted during the opening of the RFQ. If the submitted online bid is not password protected, password for decryption was not provided, pertinent documents are not in PDF format, or zipped in one folder, it would not be opened during the Opening of bids and shall be immediately declared Disqualified (DQ).

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before **June 10, 2025, 1:30 in the afternoon.** Please submit your quotation in a sealed and signed envelope addressed to:

EDENIA O. LIBRANDA

BAC Chairperson

Bids and Awards Committee

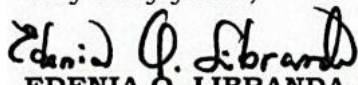
DepEd, Division of Lucena City

West 1 ES Compound, ML Tagarao Ext.,

Ilayang Iyam Lucena City, Quezon

For inquiries, you may contact us at (042) 421-4161 (loc. 240); bac.lucenacity@deped.gov.ph or look for Ms. Andrea Tongo.

Very truly yours,


EDENIA O. LIBRANDA
BAC Chairperson

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

Supplier's Business Name:				TIN.:	
Address:					
Telephone No.:		Fax No. :		Email address	
Supplier's Authorize Representative's Signature Over Printed Name:				Date:	