



Republic of the Philippines  
**Department of Education**  
 National Capital Region  
 SCHOOLS DIVISION OFFICE - Valenzuela

**REQUEST FOR QUOTATION**

Date:	May 6, 2026
RFQ No.	SDO-VAL-SVP-2026-05-0099

Name of Project	Procurement of Food/Meals (Am Snacks, Lunch, Pm Snacks) for Special Engagement of SDO Officials and Public Elementary and Secondary School Heads to Improve Learning Outcomes
Brief Description	Assisted buffet with free-flowing Brewed Coffee
Location	Valenzuela City
Reference Number	P.R. NO. CID-2026-05-001A
Approved Budget for the Contract (ABC)	Php129,200.00
Source of Fund	MOOE FUND
Contract Duration:	May 14, 19, 2026

To: All Eligible Suppliers:

The Department of Education-SDO Valenzuela City through Bids and Awards Committee (BAC) and its Secretariat intends to procure the **Procurement of Food/Meals (Am Snacks, Lunch, Pm Snacks) for Special Engagement of SDO Officials and Public Elementary and Secondary School Heads to Improve Learning Outcomes** through **Small Value Procurement** under New Government Procurement Act (NGPA) or Republic Act No. 12009. The quotation above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Please submit your proposal for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this **Request for Quotation (RFQ)**. Quotations may be **submitted manually in a sealed envelope quotation duly signed by you or your duly authorized representative or via email ([bac.sdoval@deped.gov.ph](mailto:bac.sdoval@deped.gov.ph))** on or before **May 8, 2026, 8:00am-1:00pm** to **SDO Valenzuela Records Section**.

Please quote your best offer for the items/s described herein addressed to:

**ERNEST JOSEPH C. CABRERA**  
 Chairperson, Bids and Awards Committee  
 DepEd-SDO Valenzuela, Pio Valenzuela St., Marulas, Valenzuela City  
 Tel. No. 8277-3439 local 118 or 34454757  
 Email: [bac.sdoval@deped.gov.ph](mailto:bac.sdoval@deped.gov.ph)

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H" of revised IRR of RA No. 9184 and NGPA R.A. 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.




Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4597, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
 Official Website: <http://www.deped.gov.ph>



1. Copy of Valid/Latest Mayor's/Business Permit
2. Copy of valid SEC/DTI
3. Copy of valid PhilGEPS Registration Number/Organization ID No./PhilGEPS Registration (Platinum Membership.)
4. Copy of updated/valid BIR/COR (Certificate of Registration-Line of Business)
5. Copy of Sanitary Permit
6. Notarized Omnibus Sworn Statement
7. Accomplished prescribed RFQ Form.

For clarifications, you may contact the BAC Secretariat through email address [bac.sdoval@deped.gov.ph](mailto:bac.sdoval@deped.gov.ph), or at telephone number 8277-3439 local 118.

  
**ERNEST JOSEPH C. CABRERA**  
 Chairperson, Bids and Awards Committee

#### 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.

*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 must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted physically in a sealed envelope/quotation duly signed by you or you duly authorized representative or through electronic mail at [bac.sdoval@deped.gov.ph](mailto:bac.sdoval@deped.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

#### TERMS AND CONDITIONS

- 1) The bidder shall provide correct and accurate information 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) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7) The item/s shall be delivered according to the accepted offer of the bidder.
- 8) Item/s delivered shall be inspected on the scheduled date and time of the SDO-Valenzuela.
- 9) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Billing statement, Delivery Receipt, Sales Invoice.
- 10) 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.
- 11) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its revised IRR.
- 12) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Procurement Project/Activity	Approved Budget of the Contract (ABC)	Compliance		Remarks
		Yes	No	
Procurement of Food/Meals (Am Snacks, Lunch, Pm Snacks) for Special Engagement of SDO Officials and Public Elementary and Secondary School Heads to Improve Learning Outcomes	Php129,200.00			

No.	Item/Description/Specifications	Offered Menu	Statement of Compliance ("Comply" or "Not Comply")
1	Assisted buffet Food/Meals (Am Snacks, Lunch, Pm Snacks) with free-flowing Brewed Coffee		

**BIDDER/SUPPLIER'S QUOTATION OFFERED (inclusive of VAT)**

Item Lot No	Item/Description/Technical Specification	QTY	Unit of Meas.	Approved Budget for the Contract		Unit Price	Total Price in Pesos
				Unit Price	Total Amount		
1	Procurement of Food/Meals (Am Snacks, Lunch, Pm Snacks) for Special Engagement of SDO Officials and Public Elementary and Secondary School Heads to Improve Learning Outcomes (For Secondary School Heads)						
	May 14, 2026	130	pax	400.00	52,000.00		
	AM Snacks: Lomi, Puto and Bottled Water						
	Lunch: Kare-Kare, Boneless Bangus, Banana						
	Pm Snacks: Palabok, Bottled Water						
2	Procurement of Food/Meals (Am Snacks, Lunch, Pm Snacks) for Special Engagement of SDO Officials and Public Elementary and Secondary School Heads to Improve Learning Outcomes (For Elementary School Heads)						
	May 14, 2026	193	pax	400.00	77,200.00		
	AM Snacks: Lomi, Puto and Bottled Water						
	Lunch: Kare-Kare, Boneless Bangus, Banana						
	Pm Snacks: Palabok, Bottled water						
<b>Total Amount (ABC)</b>					<b>129,200.00</b>		
<b>TOTAL BID/QUOTATION AMOUNT OFFERED</b>							



Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: sdovalenzuela@deped.gov.ph  
 Official Website: https://www.depedvalenzuela.com



Company/Business Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Add: \_\_\_\_\_

TIN No. \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

Designation: \_\_\_\_\_

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



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Official Website: <http://www.donadvalenzuela.com>



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