



Republic of the Philippines
Department of Education
Administrative Service Procurement Committee

AS PROCUREMENT COMMITTEE

REQUEST FOR QUOTATION
FOR SUPPLY AND DELIVERY OF CATERING SERVICES

The Administrative Service Procurement Committee (**ASPC**), Department of Education Central Office, through its Procurement Committee, as duly authorized to conduct Negotiated Procurement - Small Value Procurement for Catering Services as provided for in the relevant provisions of R.A. 9184, invites qualified Service Providers for the **Procurement of Meals for the conduct of Orientation on RA 12009 and Reservation Ticketing Unit Processes: End-User Interface - Cluster 2**, with the following details:

End-User	AS – Office of the Director
Office Address	DepEd, Central Office & Techzone
Request for Quotation (RFQ) No.	2025-ASPC (0022)-CS-SVP
Project Reference No.	2025-ASPC (0022)-CS-SVP
Date of Posting of RFQ	November 12, 2025
Deadline of Submission (Date and Time)	on or before 12:00 N.N. On November 17, 2025
Approved Budget for the Contract (ABC)	₱ 120,000.00
Technical Specifications	See Annex “A”
Delivery Period	November 21, 2025

INSTRUCTIONS ON THE PROPOSAL / QUOTATION

1. All entries in the proposal/quotation must be typewritten or legibly written. The **FINANCIAL PROPOSAL / QUOTATION** is attached as Annex “B”.
2. Price quotation must be based on the Technical Specifications and should be duly signed by the Service Provider’s authorized Representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable government taxes/charges.
4. The Proposal / Quotation must be accompanied by the documentary requirements (listed below) and must be **submitted personally** on or before the deadline of submission to:

AS Procurement Committee

Office of the Director, Administrative Service
Administrative Service Procurement Committee
Room M117 Ground Floor Mabini Bldg.
DepEd Complex, Meralco Avenue,
Pasig City, Philippines

5. There shall be no down-payment or advance payment.
6. Price quotation with incomplete documentary requirements shall not be considered for evaluation.

DOCUMENTARY REQUIREMENTS

(To be submitted / attached to the Proposal / Quotation; subject to Post-Qualification checking and validation as to its authenticity and veracity)

1. Proof of PhilGEPS Registration
2. Mayor's/Business permit for the current year
3. Original Copy of Notarized Omnibus Sworn Statement (See Annex "C")
4. Secretary's Certificate (If the Service Provider is under Partnership/Corporation, see Annex "D")
5. Copy of the Technical Specifications (Annex "A"), duly signed per page by the Authorized Representative of the Service Provider.
6. Signed Financial Proposal / Quotation (Annex "B")
7. Tax Clearance Certificate valid on the end of the activity.

For submission of proposal and any inquiry, you may contact:

MIRA SOLEDAD H. DE GUZMAN
Contact No. 8635-0552 / 09611417376

FOR THE PROCUREMENT COMMITTEE:

ATTY. JOSEPH CONRAD B. DE RAMA
Director IV 
Administrative Service - Office of the Director

ANNEX A

**Technical Specifications for Supply and Delivery of Catering Services for
DepEd Central Office – Initiated Events and Activities**

Requirements	Technical Specifications
<p>I. Activity</p>	<p>Activity Title: <u>Procurement of Meals for the conduct of Orientation on RA 12009 and Reservation Ticketing Unit Processes: End-User Interface – Cluster 2</u> <i>ai</i></p> <p>Date of Activity: <u>November 21, 2025</u> <i>ai</i></p> <p>No. of Days: <u>1</u></p> <p>Estimated No of Pax: <u>150</u></p> <p>Minimum Guaranteed (at least 95% of the estimated pax): <u>143</u></p> <p>Approve Budget for the Contract: <u>Php 120,000.00</u></p>
<p>II. Catering Location</p>	<p>Catering Location / Address: <u>Makati City</u></p> <p><input checked="" type="checkbox"/> NCR <input type="checkbox"/> CAR <input type="checkbox"/> REGION I <input type="checkbox"/> REGION II <input type="checkbox"/> REGION III</p> <p><input type="checkbox"/> REGION IV-A <input type="checkbox"/> REGION IV-B (MIMAROPA) <input type="checkbox"/> REGION VII</p> <p><input type="checkbox"/> REGION V <input type="checkbox"/> REGION VI <input type="checkbox"/> REGION VIII <input type="checkbox"/> REGION IX</p> <p><input type="checkbox"/> REGION X <input type="checkbox"/> REGION XI <input type="checkbox"/> REGION XII <input type="checkbox"/> CARAGA</p> <p><input type="checkbox"/> BARMM</p>
<p>III. Accreditation</p>	<p><input checked="" type="checkbox"/> PhilGEPS Accredited</p>

IV. Meals to be Provided				
Inclusive Date/s and Time	MEALS	Menu	Service Provider's Offer (State Particulars, if comply)	Service Provider's Offered Price
November 11, 2025 / 8:30 AM	BREAKFAST	<ul style="list-style-type: none"> - Silog (Tapa/Tocino/ Bangus w/egg & Sinangag) - Fruits - Coffee 		
November 11, 2025 / 10:00 AM	A.M Snack	<ul style="list-style-type: none"> - Club house sandwich / Burger / Pasta - Iced tea / Juice 		
November 11, 2025 / 12:00 NN	LUNCH	<ul style="list-style-type: none"> - Soup / Salad - Main course – at least 2 dishes of beef/ chicken/ fish and 1 variant of vegetable - Rice - Dessert - Iced tea or Juice 		
November 11, 2025 / 2:30 PM	P.M. Snack	<ul style="list-style-type: none"> - Club house sandwich / Burger / Pasta - Iced tea / Juice 		

<p>V. Other Requirements</p>	<p>Type of Function Room</p>
	<p>Plenary Hall good for 150 to 200 pax</p> <p><input type="checkbox"/> Plenary Hall good for 150 to 200 pax;</p> <p><input type="checkbox"/> LCD projector/Projector Screen;</p> <p><input type="checkbox"/> Sound system;</p> <p><input type="checkbox"/> Free use of White Board with markers and erasers;</p> <p><input type="checkbox"/> Microphones;</p> <p><input type="checkbox"/> Extension Cord;</p> <p><input type="checkbox"/> Air-conditioning unit;</p> <p><input type="checkbox"/> Free, stable Wi-Fi connection in the working area;</p> <p><input type="checkbox"/> Accessible Comfort Rooms.</p> <p><input type="checkbox"/> Accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers.</p> <p><input type="checkbox"/> With provided parking spaces reserved within or near the venue;</p>

<p>V. Other Requirements</p>	<p><input type="checkbox"/> Food must be packed individually. <i>(Please attached the photo of your preferred containers)</i></p> <p><input checked="" type="checkbox"/> Utensils must be provided.</p> <p><input checked="" type="checkbox"/> Tissue must be provided.</p> <p><input type="checkbox"/> Transport of food to the venue shall be included.</p> <p><input checked="" type="checkbox"/> Distribution of food for the face-to-face attendees shall be administered by the caterer.</p> <p><input checked="" type="checkbox"/> Must provide at least 20 pieces garbage bags.</p> <p><input checked="" type="checkbox"/> Table setup is required: <i>(Kindly tick the box below.)</i></p> <p style="text-align: center;"><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><u>*Note: For the buffet table set-up only including tables, table covers, and other appropriate serving utensils.</u></p> <p><input checked="" type="checkbox"/> Must provide alternative menu for Muslims participants.</p> <p>No. of Muslim Participants: _____</p>
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DO NOT FORGET TO FILL OUT THIS FORM PROPERLY AND COMPLETELY

FINANCIAL PROPOSAL / QUOTATION

ANNEX "B"

Item No.	Description	Unit of Measure	Price Ceiling (Php)	Total Price Offer
1	Procurement of Meals for the conduct of Orientation on RA 12009 and Reservation Ticketing Unit Processes: End-User Interface - Cluster 2	November 21, 2025 150 pax	120,000.00	
TOTAL ABC				Php 120,000.00
Total Price Offer (in words)				

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to provide the required services.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ. We understand that payment for the goods/items delivered will be made to the winning service provider after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative:

Name of the Company:

Company Address:

Contact Number/s:

E-mail Address:

**Omnibus Sworn Statement
(Revised)
[shall be submitted with the Bid]**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____)
S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform**

Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any

person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __day of __,
20_____ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
*[Format shall be based on the latest Rules on Notarial
Practice]*

Name of Service Provider

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified **Corporate Secretary** of _____, a corporation duly organized and existing under and by virtue of the law of the PHILIPPINES, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At a special meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which there was a quorum and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

"RESOLVED, that _____ be, as it is hereby authorized to participate in the bidding for the PROCUREMENT OF _____

_____ by the Department of Education (DepEd); and that if awarded the project shall enter into a contract with the DepEd; and in connection therewith hereby appoint _____, acting as duly authorized and designated representative of _____, and as such, is granted full power and authority to do, execute and perform any and all acts necessary and/or to participate, submit the bid and to sign and execute the ensuing contract for the PROCUREMENT OF _____

_____ and represent _____, in the bidding as fully and effectively with full power of substitution and revocation and hereby confirming all that the said representative shall lawfully do or cause to be done by virtue hereof;

Name	Designation	Specimen Signature	Specimen Initial
_____	_____	_____	_____

"RESOLVED FURTHER THAT, _____, hereby authorizes _____ to submit the bid proposals (Technical and Financial) and to attend the bid opening of the above-stated bidding for security services.

RESOLVED FURTHER THAT, _____, hereby authorizes its President to:

(1) execute a waiver of jurisdiction whereby the _____, hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;

(2) execute a waiver that the _____, shall not seek and obtain writ of injunctions or prohibition or restraining order against the BIR or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY THAT, the instant Resolution shall have full force and effect until a contrary Resolution revoking the instant Resolution is passed by the Board of Directors of the Corporation.”

WITNESS the signature of the undersigned as such officer of the said _____, this _____ day of _____.

Corporate Secretary

SUBSCRIBED AND SWORN to before me this _____ day of _____, at _____. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me her/his _____

Witness my hand and seal this _____ day of _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____