



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

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**REQUEST FOR QUOTATION**

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“FOOD AND ACCOMMODATION FOR THE CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH TRAINING ON JULY 25-29, 2022”** in accordance with Alternative Method of Procurement under ☐Section 52 (Shopping) or ☒Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **FOUR HUNDRED THOUSAND PESOS (Php400,000.00).**

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than JULY 15, 2022 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

A copy of your 2022 **Business/Mayor's Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

Also, please provide a copy of your **Department of Tourism (DOT) Certificate of Authority to Operate and Safety Seal Certificate** for hotels, including staycation hotels.

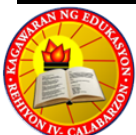
Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **02-8682-5773; 8684-4914; or 8647-7487** or e-mail address at **[bac.calabarzon@deped.gov.ph](mailto:bac.calabarzon@deped.gov.ph)**



**CHERRYLOU D. REPIA**

BAC Chairperson



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)

In case of recently expired Mayor's/Business permit, it shall be accepted together with its Official Receipt that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after the award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the Notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

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

|  |  |
|--|--|
| <b>Name of Company:</b>                    |  |
| <b>Address:</b>                            |  |
| <b>Name of Store/Shop (if applicable):</b> |  |
| <b>TIN:</b>                                |  |
| <b>PhilGEPS Registration Number:</b>       |  |

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

1. 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.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

| Item | Description | Total QTY | Bidder's Statement | Unit Cost | Total Cost |
|------|-------------|-----------|--------------------|-----------|------------|
|------|-------------|-----------|--------------------|-----------|------------|

|   |   |                         | of<br>Compliance | (VAT<br>Inclusive<br>) | (VAT<br>Inclusive<br>) |
|---|---|-------------------------|------------------|------------------------|------------------------|
| I | <b>FOOD AND ACCOMMODATION VENUE MUST BE NEAR STA. ROSA, CALAMBA OR TAGAYTAY CITY</b><br><br><b>July 25-29, 2022</b><br><b>Php2,000.00/pax</b> | 40 pax<br>for 5<br>days |                  |                        |                        |

Specifications (from end user):

- **Breakfast, AM Snack, Lunch, PM Snack and Dinner (DAY ONE (1): FIRST MEAL TO BE SERVED BREAKFAST and LAST DAY: LAST MEAL TO BE SERVED PM SNACK and FREE FLOWING COFFEE, MILO OR TEA in the conference room**
- **CONFERENCE ROOM:** With capacity of 40 pax for the writeshot and plenary sessions with social distancing following the safety health protocols;
- **ROOM TYPE:** Triple sharing (single beds)
- **OTHER:** Tables and chairs, strong Wi-Fi connection, extension wires.
- **REQUIREMENTS:** Whiteboard with markers and eraser, microphones and sound system, LCD projectors, Fluorescent lights (LED) in the functions rooms, free use of functions rooms from 7:00am to 9:00pm., antiseptic, disinfection alcohol.
- **PLEASE FILL UP ATTACHED ANNEX "A" FOR COMPLIANCE.**

|                    |  |
|--------------------|--|
| <b>TOTAL COST:</b> |  |
|--------------------|--|

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

#### **SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

| Item | Description | Total Quantity | Delivery |
|------|-------------|----------------|----------|
| I    |             |                |          |
|      |             |                |          |

#### **FINANCIAL OFFER**

|   |                                     |
|---|-------------------------------------|
| <b>Approved Budget for the Contract</b> | <b>Your Total Offered Quotation</b> |
|---|-------------------------------------|

|   |   |
|---|---|
| <p style="text-align: center;"><b>Php400,000.00</b></p> | In words:   |
|   | In figures:   |
| <p><b><u>Payment Details:</u></b></p>                   | <p>Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.</p> |
| Banking Institution                                     |   |
| Account Number  |   |
| Account Name  |   |
| Branch  |   |

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM 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.

**10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**

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 Department of Education Region IV-A shall rescind 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone Number

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Fax/Mobile Number

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E-mail address/es



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REGION IV-A CALABARZON

**ANNEX "A"**

**TRAINING VENUE SELECTION COMPLIANCE TOOL**

**VENUE:**

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**STAR CLASSIFICATION: Check for DOT Star Classification**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | ☆     |
| <input type="checkbox"/> | ☆☆    |
| <input type="checkbox"/> | ☆☆☆   |
| <input type="checkbox"/> | ☆☆☆☆  |
| <input type="checkbox"/> | ☆☆☆☆☆ |

| Department of Tourism (DOT) Star Grading System<br>For Hotels, Resorts and Apartment Hotels <sup>[12]</sup> |                      |   |
|---|----------------------|---|
| Rating  | Corresponding Points | Summary   |
| Unranked  | 0-250                | N/A   |
| ★   | 251-400              | Has limited facilities and services. Appeals to "budget minded" tourists.   |
| ★★  | 401-550              | Appeals to tourists looking for more than basic accommodation. Has expanded facilities and "higher level" of comfort.   |
| ★★★   | 551-700              | Accommodation is deemed "very good". More spacious public areas and higher quality facilities and a greater variety of services.  |
| ★★★★  | 701-850              | "Up-scale in all areas" and accommodation is "refined and stylish". Service is deemed responsive, and has an extensive array of facilities.   |
| ★★★★★   | 851-1000             | Reflects characteristics of "luxury and sophistication". Facilities are deemed "world class in every manner" and services are deemed meticulous and "exceeding all guests' expectations". |



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RO-HRDD-F029

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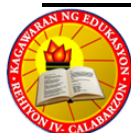
**Program Title:**

**Date:**

[Click here to enter a date.](#)

**Directions:** Please assess the quality of the training venue according to the indicators based on the Standards set in the HRDD Operations Manual. Put a check (/) under the appropriate column. Do further verification.

| The training venue shall have:  | Compliant                | Not Compliant            | MOV<br>(Docs. and Testimonies) | Remarks |
|---|--------------------------|--------------------------|--------------------------------|---------|
| 1. Twin to quadruple sharing rooms (single beds)  | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 2. One plenary hall that can accommodate____ pax, with ____ breakout rooms                          | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 3. At least two (2) serviceable microphones and complete set of sound system per break out room     | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 4. At least two (2) whiteboards in the plenary hall and one (1) white board for each break out room | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 5. One (1) LCD/ DLP for each break out room   | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 6. Group workshop table for the breakout rooms (preferably white tables)                            | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 7. Managed buffet for breakfast, lunch and dinner   | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 8. Unlimited coffee/ tea/ chocolate drink and candies setup   | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 9. Accessible means of transportation   | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 10. Fast and reliable internet connection (at least 10 Mbps)  | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 11. Able and willing to ensure  | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |



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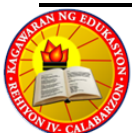
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| The training venue shall have:   | Compliant                | Not Compliant            | MOV<br>(Docs. and Testimonies) | Remarks |
|--|--------------------------|--------------------------|--------------------------------|---------|
| provisions for participants and guests with special conditions, example breast feeding moms, PWDs, and other emergency situations. |                          |                          |                                |         |
| 12. Responsive to safety and security requirements of the government   | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |
| 13. Been within the area of _____  | <input type="checkbox"/> | <input type="checkbox"/> |                                |         |

Justification:

\_\_\_\_\_  
Name and Signature of  
Evaluator:

Date: [Click here to enter a date.](#)



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