



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

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“LEASE OF VENUE WITH ACCOMMODATION AND MEALS FOR THE NATIONAL PLANNING CONFERENCE 2022 ON NOVEMBER 13-17, 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 **FIVE MILLION FIVE HUNDRED THIRTY-FOUR THOUSAND PESOS (Php5,534,000.00).**

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 OCTOBER 14, 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.

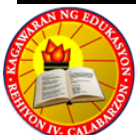
Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

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**



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
Website: 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: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

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	Unit Cost	Total Cost
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			Statement of Compliance	(VAT Inclusive)	(VAT Inclusive)
I	FOOD AND ACCOMMODATION (within LUZON) Php2,000.00/pax NOVEMBER 13-17, 2022 (87 pax)	87 pax for 5 days			
II	NOVEMBER 14-17, 2022 (583 pax)	583 pax for 4 days			

Provision of Board and Lodging:

Date	No. of Days	No. of Participants	Particulars
Nov. 13-14, 2022	5	87	1st Meal – Dinner
Nov. 14-17, 2022	4	583	1st Meal- Dinner
Nov. 17, 2022	(Last day)	670	Last Meal - Lunch

- Managed buffet for breakfast, lunch and dinner
- Complete meal: (Breakfast, AM Snack, Lunch, PM Snack and Dinner)

Requirement for Venue/Hotel:

1. Accessible location – within Luzon
Note: The VP-Secretary and EXECOM members will also attend, aside from the Field Office participants.
2. Room accommodation – Preferably triple / quadruple sharing room with single beds, and Executive rooms for high officials and guest speakers.
3. All-day, strong, fast, and reliable Wireless (WIFI) connection and LAN Cables for internet connectivity with a dedicated speed of at least 50 mbps for the virtual/live streaming, and use of the Program Management Team and participants in the session halls and rooms.
4. The conference set-up is good enough and very spacious for all the participants and Program Management Team.
5. Excellent conference venue / hall for plenary sessions that can accommodate 700 pax at least four (4) session rooms that can accommodate 130-150 pax for parallel and break-out sessions.
6. Additional provision of rooms to be used as holding / press conference area for secretariat and officials.
7. Free-flowing coffee, optional hot chocolate drinks, and tea bags with hot water for non-coffee drinkers during the workshop.
8. Available hotel facilities for recreation of participants after the end of day-to-day training.
9. Rooms must be fully furnished with a bed, side table, lamps, and with enough towels and toiletries. Daily complimentary drinks such as mineral water, coffee, and tea.
10. Complimentary parking fee for self-parked cars and motorcycles.

11. Basic audio/visual and meeting equipment such as:
 - a. Flipchart or Whiteboard with markers;
 - b. LED Wall in the plenary hall;
 - c. Four (4) wired microphones and four (4) wireless microphones with the provision of extra batteries once they are discharged during the sessions;
 - d. Excellent sound system;
 - e. Four (4) LCD/LED Projectors with four (4) projection stands and;
 - f. Power Extension Cords for break-out rooms at least 5 sets Jack Audio, VGA Cords with splitter/s, HDMI Cable, and VGA to HDMI adaptors.
12. Provision for other conference amenities including writing pads, pencils, complimentary water, coffee, basic home utensils, and glass wares for all participant's rooms.
13. Availability of medical aides, supplies, and health & safety protocol equipment such as thermal scanners.
14. Provision of transport services of participants from/to in case the venue of conference hall is not within the vicinity of the hotels.
15. Decoration set-up for the plenary hall.
16. Provision of photo booth frames.
17. Provision of cocktail tables for the fellowship.

TOTAL COST:	
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**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

Approved Budget for the Contract	Your Total Offered Quotation
Php5,534,000.00	In words:
	In figures:

<u>Payment Details:</u>	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.
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.**

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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.

Signature over Printed Name

Position/Designation

Office Telephone Number

Fax/Mobile Number

E-mail address/es