



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 **“LEASE OF VENUE WITH ACCOMMODATION AND MEALS FOR THE UPSKILLING OF REGION AND DIVISION READING SUPERVISORS/COORDINATORS ON THE EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) WITH FOCUS ON THE SCIENCE OF READING (SOR) ON DECEMBER 12-18, 2022”** in accordance with Section 53.10 (Lease of Venue) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **ONE MILLION THIRTY-SIX THOUSAND PESOS (Php1,036,000.00)**.

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 November 23, 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.

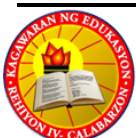
Also, please provide a copy of your **Department of Tourism (DOT) Certificate of Authority to Operate and Safety Seal Certificate** for hotels, including staycation hotels.

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

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



**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

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.

<b>Item</b>	<b>Description</b>	<b>Total QTY</b>	<b>Bidder's Statement of Compliance</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
	<b>LEASE OF VENUE WITH ACCOMMODATION AND</b>				

1	<b>MEALS WITHIN CAVITE AREA ONLY</b>  <b>December 12-18, 2022</b> <b>Php 2,000.00/pax</b>	74 pax for 7 days			
<b>Specifications (from end user):</b>					
Room Accomodation	a. Two (2) Single Rooms for Director and Chief b. Four (4) Double-Sharing Rooms for C.O. Staff and trainers c. Twenty-Two (22) Triple Sharing Rooms for participants d. 24-hours Hot and Cold Shower e. Clean Beddings, Rooms and Restrooms f. With towel and toiletries (soap, shampoo, toothbrush & toothpaste) g. Satellite TV h. Free Wifi access				
Function Room	a. Can accommodate 74 paxs, flexible for group activities/workshop b. Well-lighted and well-ventilated c. Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>• At least two (2) LCD projectors and two (2) wide screens</li> <li>• At least two (2) whiteboard with whiteboard pen &amp; eraser</li> <li>• Complete set of sound system</li> <li>• At least (10) extension cords</li> <li>• At least (3) microphones with two (2) microphone stands, and</li> <li>• Podium/lectern</li> </ul> d. Unlimited free access to internet/Wifi in all areas of venue e. Function room set-up: Classroom type f. Eight (8) round tables with 8 chairs g. Two (2) tables for the Secretariat (Registration Area) h. No pillars in the middle of the function room i. Function Hall within the hotel billeting				
Meals / Catering Service	a. First meal: December 12, 2022 – Breakfast b. Last meal: December 18, 2022 – Dinner c. Managed buffet with stand-by waiters (Breakfast, Lunch and Dinner) d. For breakfast: 2 main dish, rice, bread, choice of hot tea/chocolate or coffee, and fresh vegetable salad e. For lunch and dinner: 3 main dish (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert (fresh fruit not canned/processed), drinks f. AM and PM Snacks: native foods, pasta; with drinks g. Free flowing coffee, milo and/or tea h. Fresh juice for AM and PM snacks (no concentrated juice) i. Candies, paper and pencil				
Other Requirements	a. Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area b. Provision of backdrop for the activity c. With 24-hour security, front desk and housekeeping services d. Available in-house nurse/medic when needed e. The venue should follow the IATF Safety Protocol Guidelines f. Alcohol must be in the areas that can easily be accessed by the participants g. Accessible means of transportation h. Free parking for the duration of the stay i. Free use of Amenities j. Able and willing to ensure provisions for participants and guests with special conditions, example: breastfeeding moms, PWDs, and other emergency situations.				
<b>TOTAL COST:</b>					

<p><b>Evaluation and Selection Criteria:</b> Only service providers with a WEIGHTED AVERAGE of EIGHTY-FIVE PERCENT (85%) shall be included in evaluating their proposal (making use of the availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost).</p>	

*\*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>
<b>Php1,036,000.00</b>	In words:
	In figures:
<b><u>Payment Details:</u></b>	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.**
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