



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 **“FOOD AND ACCOMMODATION, DECORATION INCLUDING LED BOARD, LIGHTS AND SOUND PACKAGE AND LIVE STREAMING PACKAGE FOR THE 2022 STAKEHOLDERS APPRECIATION AND SUMMIT AND 2022 NATIONAL LITERACY AWARDS ON JANUARY 9-10, 2023”** 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 **THREE HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED PESOS (Php392,500.00)**.

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 DECEMBER 27, 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</b>	<b>Unit Cost (VAT</b>	<b>Total Cost (VAT</b>
-------------	--------------------	------------------	------------------------------	-----------------------	------------------------

			<b>Compliance</b>	<b>Inclusive</b>	<b>Inclusive</b>
1	<b>FOOD AND ACCOMMODATION Within Metro Manila or CALABARZON</b>  <b>JANUARY 9-10, 2023</b> <b>Php2,000.00/pax</b>	<b>20 pax for 2 days</b>			
2	<b>JANUARY 10, 2023</b> <b>Php800.00/pax</b>	<b>300 pax for 1 days</b>			
3	<b>DECORATIONS WITH FLOWER ARRANGEMENT (Php22,500.00)</b>				
4	<b>LED BOARD, LIGHT AND SOUND PACKAGE AND LIVE STREAMING PACKAGE (Php50,000.00)</b>				

**SPECIFICATIONS (FROM END USER):**

**VENUE:**

1. Large hall with no obstruction
2. Large stage
3. Can accommodate 320 pax (6pax per table)
4. Transport accessibility
5. Enough wash areas
6. With billeting quarters for two (2) TWG and performers
7. Availability of the following:
  - **Effective, efficient and reliable strong internet connection conducive for hybrid set-up**
  - Extension cords
  - Functional air condition unit

**Room Accommodation:**

1. Maximum of triple sharing rooms (single beds)
2. With towel and toiletries (soap, shampoo, toothbrush & toothpaste)
3. Satellite TV
4. Free Wifi access

**Food:**

**January 9, 2022 (20 pax)**

1. Breakfast  
(Grilled Bacon, Pork Sausages, Baked Bean, Hash Brown, Fried or Scrambled Egg, Beverages: Choice of coffee/juice)
2. AM Snack  
(Banana Bread / Fruit Juice)
3. Lunch  
(Egg Drop Soup, Pork Menudo, Special, Ggarlic Baguio Beans, Plain Rice, Leche Flan, Ice Tea)
4. PM Snack

- (Spaghetti Filipino Style with bread roll, fruit juice)
5. Dinner  
(Pumpkin Soup, Pork Tonkatsu, Bangus Steak Tagalog, Sauteed Ampalaya with egg, Plain Rice, Fruits in season, Iced tea)

**January 10, 2023 (20 pax)**

1. Breakfast  
(Filipino Breakfast choice of: tocilog, tapsilog, Bangus silog, Beverages: Choice of coffee/juice)

**January 10, 2023 (300 pax)**

1. AM Snack  
(Chicken Parmigiana with Toasted Bread, Beverages: Choice of coffee/juice)
2. Lunch  
(Vegetable Soup, Fish Rebusado in sweet chili sauce, Pork Caldereta, Pinakbet, Plain Rice, Ube Pana Cotta, Iced Tea)
3. PM Snack  
(Adobo Roll, Fruit Juice)

**DECORATIONS:**

1. Fresh flower arrangements
2. Others based on the Drawing (Please see attached drawing)

**LED BOARD, LIGHT AND SOUND PACKAGE AND LIVE STREAMING PACKAGE**

1. 6' x 9' or 9' x 12' LED BOARD
2. Professional Lights and Sound
3. Live Streaming Package
  - a. Technical Crew
  - b. Live Streaming Platform
  - c. 3 Camera Set-up
  - d. Can Live-Stream to DepED TAYO CALABARZON FB
  - e. Live Streaming Techs and Gadgets

**Other Concerns:**

1. Free parking for the duration of the stay
2. Free use of Amenities
3. Able and willing to ensure provisions for participants and guests with special conditions, example: breastfeeding moms, PWDs, and other emergency situations.
4. Available in-house nurse/medic when needed.
5. Alcohol/sanitizer must be in the areas that can easily be accessed by the participants.
6. Responsive to safety and security requirements of the government.



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

**DRAWING TEMPLATE**



Stage Design

SPECIFICATION LEGEND	
A	Blue Long Curtain
B	Red Long Curtain
C	Over Head and Floor Lightings (Red and Blue)
D	LED Screen
E	Rostrum
F	Flower arrangement
G	2 Lounge Chair

ADDITIONAL NOTES	
1	Sound System
2	Provide Presentation Area (IT Area)

PROJECT TITLE:	PRE	PAR	CHECKED BY:	APPROVED BY:	DATE/REVISION:
SUMMIT 2022 STAGE DESIGN AND SPECIFICATIONS	<i>Emil O. Reambillo</i> EMIL O. REAMBILLO Draftsman II	<i>Bernardo C. Pascual</i> BERNARDO C./PASCUAL PDO IV	<i>Eduarda M. Zapanta</i> EDUARDA M. ZAPANTA Chief-ESSD		12/14/2022 Revision No. 1



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



Dec. Ref. Code	RD-ESSD-F014	Rev	00
Effectivity	09.20.21	Page	1 of 1

\*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
<b>Php392,500.00</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