



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 VENUE WITH STAGE DECORATION FOR THE 2023 GAWAD BITUIN AWARDING CEREMONY ON FEBRUARY 2, 2024”** in accordance with Alternative Method of Procurement under 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 DECEMBER 28, 2023 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.**

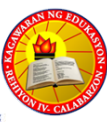
A copy of your 2023 **Business/Mayor's Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor's Permit.

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) 8682-2114** or by email at **[bac.calabarzon@deped.gov.ph](mailto:bac.calabarzon@deped.gov.ph)**.

  
**LOIDA N. NIDEA**  
BAC Chairperson

ROA/Pro3



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)



RO-ASD-F119

Doc. Ref. Code	RO-ASD-F119	Rev	00
Effectivity	11.06.23	Page	1 of 5



Certificate No. PHP QMS  
22 93 0085

**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 of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
------	-------------	-----------	---	---------------------------	----------------------------

1.	<b>FOOD AND VENUE</b> <b>FEBRUARY 2, 2024</b> <b>Php2,000.00/pax</b>	<b>150</b> <b>pax</b>																	
2.	<b>STAGE DECORATION</b> <b>Php100,000.00</b>	-																	
<b>Specifications from End-User</b>					<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>														
<table><tr><td><b>Requirements</b></td><td><b>Specifications</b></td></tr><tr><td>Function Room</td><td><ul style="list-style-type: none"><li>➤ Ballroom with a dance floor</li><li>➤ Audio visual equipment<ul style="list-style-type: none"><li>• Led wall</li><li>• Podium</li><li>• 2 microphones</li><li>• Sounds and lights (spot light)</li></ul></li><li>➤ Wi-Fi connection</li><li>➤ Free flowing brewed coffee, hot tea and purified drinking water</li></ul></td></tr><tr><td>Service Event Requirements</td><td><ul style="list-style-type: none"><li>➤ Allotted space and frame where to hang the tarpaulin for photobooth</li><li>➤ Stage or platform</li><li>➤ Red carpet for the entrance and processional of the awardees</li><li>➤ Place cards (tent card) for the functional divisions and units</li><li>➤ Round tables with flower at the center</li></ul></td></tr><tr><td><b>Food</b></td><td><ul style="list-style-type: none"><li>➤ <b>Buffet style for Lunch</b></li><li>➤ <b>AM Snacks and PM Snacks</b></li></ul></td></tr><tr><td>Parking</td><td><ul style="list-style-type: none"><li>➤ Can accommodate the service vehicles of the Regional Office Personnel</li></ul></td></tr><tr><td>Stage Decoration and others</td><td><ul style="list-style-type: none"><li>➤ Styling such as fresh flowers, and based on the theme</li><li>➤ Bouquet of flowers and lei for the awardee</li></ul></td></tr><tr><td><b>Time and Place</b></td><td><ul style="list-style-type: none"><li>➤ <b>10:00 AM to 3:00 PM, within Quezon City, Antipolo City, and Rizal</b></li></ul></td></tr></table>					<b>Requirements</b>	<b>Specifications</b>	Function Room	<ul style="list-style-type: none"><li>➤ Ballroom with a dance floor</li><li>➤ Audio visual equipment<ul style="list-style-type: none"><li>• Led wall</li><li>• Podium</li><li>• 2 microphones</li><li>• Sounds and lights (spot light)</li></ul></li><li>➤ Wi-Fi connection</li><li>➤ Free flowing brewed coffee, hot tea and purified drinking water</li></ul>	Service Event Requirements	<ul style="list-style-type: none"><li>➤ Allotted space and frame where to hang the tarpaulin for photobooth</li><li>➤ Stage or platform</li><li>➤ Red carpet for the entrance and processional of the awardees</li><li>➤ Place cards (tent card) for the functional divisions and units</li><li>➤ Round tables with flower at the center</li></ul>	<b>Food</b>	<ul style="list-style-type: none"><li>➤ <b>Buffet style for Lunch</b></li><li>➤ <b>AM Snacks and PM Snacks</b></li></ul>	Parking	<ul style="list-style-type: none"><li>➤ Can accommodate the service vehicles of the Regional Office Personnel</li></ul>	Stage Decoration and others	<ul style="list-style-type: none"><li>➤ Styling such as fresh flowers, and based on the theme</li><li>➤ Bouquet of flowers and lei for the awardee</li></ul>	<b>Time and Place</b>	<ul style="list-style-type: none"><li>➤ <b>10:00 AM to 3:00 PM, within Quezon City, Antipolo City, and Rizal</b></li></ul>	
<b>Requirements</b>	<b>Specifications</b>																		
Function Room	<ul style="list-style-type: none"><li>➤ Ballroom with a dance floor</li><li>➤ Audio visual equipment<ul style="list-style-type: none"><li>• Led wall</li><li>• Podium</li><li>• 2 microphones</li><li>• Sounds and lights (spot light)</li></ul></li><li>➤ Wi-Fi connection</li><li>➤ Free flowing brewed coffee, hot tea and purified drinking water</li></ul>																		
Service Event Requirements	<ul style="list-style-type: none"><li>➤ Allotted space and frame where to hang the tarpaulin for photobooth</li><li>➤ Stage or platform</li><li>➤ Red carpet for the entrance and processional of the awardees</li><li>➤ Place cards (tent card) for the functional divisions and units</li><li>➤ Round tables with flower at the center</li></ul>																		
<b>Food</b>	<ul style="list-style-type: none"><li>➤ <b>Buffet style for Lunch</b></li><li>➤ <b>AM Snacks and PM Snacks</b></li></ul>																		
Parking	<ul style="list-style-type: none"><li>➤ Can accommodate the service vehicles of the Regional Office Personnel</li></ul>																		
Stage Decoration and others	<ul style="list-style-type: none"><li>➤ Styling such as fresh flowers, and based on the theme</li><li>➤ Bouquet of flowers and lei for the awardee</li></ul>																		
<b>Time and Place</b>	<ul style="list-style-type: none"><li>➤ <b>10:00 AM to 3:00 PM, within Quezon City, Antipolo City, and Rizal</b></li></ul>																		
<b>TOTAL COST:</b>																			

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

<p><b><u>SCHEDULE OF REQUIREMENTS</u></b></p> <p>Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each SCHEDULE.</p>	<p><b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b></p> <p><b>(“Comply” or “Not Comply”)</b></p>
<b>FEBRUARY 2, 2024</b>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>Php400,000.00</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.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

**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