



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 FOOD AND ACCOMMODATION FOR THE REGIONAL TRAINING OF DIVISION TRAINERS AND SCHOOL LEADERS ON THE MATATAG CURRICULUM IMPLEMENTATION ON APRIL 15-19, 2024”** 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) are as follows:

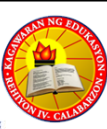
LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
I	LEASE OF VENUE WITH FOOD AND ACCOMMODATION	Php3,270,000.00
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION	Php3,090,000.00
III	LEASE OF VENUE WITH FOOD AND ACCOMMODATION	Php2,920,000.00

INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.

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 MARCH 6, 2024 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 2024 **Business/Mayor's Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return and DOT Certificate** 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.

ROA/Pro4



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



RO-ASD-F119

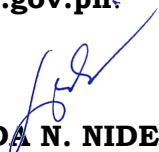
Doc. Ref. Code	RO-ASD-F119	Rev	00
Effectivity	11.06.23	Page	1 of 11



Certificate No. PHP QMS
22 93 0085

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**.



LOIDA N. NIDEA
BAC Chairperson

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.

LOT	Description	Total QTY	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)

I	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (Within NCR, Tagaytay & Cavite) APRIL 15-19 2024 Php2,000.00/pax	327 pax for 5 days			
TOTAL COST					
SPECIFICATION (FROM END-USER)					Bidder's Statement of Compliance ("Comply" or "Not Comply")
<p>I. Venue shall be Department of Tourism (DOT) accredited (Submit DOT Certificate)</p> <p>II. Type of Activity/ies: Plenary Hall</p> <p>III. Number of Days: Five (5) days</p> <p>IV. Type of Accommodation for Secretariat/Facilitators and Guests:</p> <ul style="list-style-type: none"> • At least Double/Triple Sharing rooms/No Bed Sharing • No bed mattress on the floor • 24-hours Hot and Cold Shower, Clean Beddings, Rooms, and Restrooms <p>Function Room:</p> <ul style="list-style-type: none"> • One (1) big Plenary Hall: Can accommodate at least 350 pax • Eight (8) breakout rooms that can accommodate 60 participants per room; • Well-lighted and well ventilated; • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> ➤ At least one (1) LCD projector and screens per Breakout rooms, ➤ At least one (1) Whiteboard with marker/s and erasers, ➤ Complete set sound system, at least ten (10) extension cords for laptops, ➤ Two (2) microphones (<input checked="" type="checkbox"/> wireless & ___ wired microphones), and ➤ Podium/lectern, etc. • Unlimited access to internet/Wi-Fi in all areas of venue; • Fast and reliable internet connection (at least 50 mbps) per breakout room; • Five (5) round group workshop tables per break out rooms • No pillars in the middle of the function room; <p>Meals:</p> <ul style="list-style-type: none"> • First meal: Breakfast (First Day – April 15, 2024) • Last meal: PM Snacks (Last Day – April 19, 2024) • Managed buffet for Breakfast, Lunch and Dinner • Unlimited coffee/tea/chocolate drink, water, and candies setup per breakout room; 					

Another Requirements: <ul style="list-style-type: none"> • Accessible means of transportation for the participants; • Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations; • With elevators if session halls and accommodations are in th higher floor/s; • Responsive to safety and security requirements of the government; and • Must be located within NCR or CALABARZON. 					
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (Within NCR, Tagaytay & Cavite) APRIL 15-19 2024 Php2,000.00/pax	309 pax for 5 days			
TOTAL COST					
SPECIFICATION (FROM END-USER)					Bidder's Statement of Compliance ("Comply" or "Not Comply")
I. Venue shall be Department of Tourism (DOT) accredited II. Type of Activity/ies: Plenary Hall III. Number of Days: Five (5) days IV. Type of Accommodation for Secretariat/Facilitators and Guests: <ul style="list-style-type: none"> • At least Double/Triple Sharing rooms/No Bed Sharing • No bed mattress on the floor • 24-hours Hot and Cold Shower, Clean Beddings, Rooms, and Restrooms Function Room: <ul style="list-style-type: none"> • One (1) big Plenary Hall: Can accommodate at least 350 pax • Eight (8) breakout rooms that can accommodate 60 participants per room; • Well-lighted and well ventilated; • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> ➤ At least one (1) LCD projector and screens per Breakout rooms, ➤ At least one (1) Whiteboard with marker/s and erasers, ➤ Complete set sound system, at least ten (10) extension cords for laptops, ➤ Two (2) microphones (<input checked="" type="checkbox"/> wireless & ___ wired microphones), and ➤ Podium/lectern, etc. • Unlimited access to internet/Wi-Fi in all areas of venue; • Fast and reliable internet connection (at least 50 mbps) per breakout room; 					

<ul style="list-style-type: none"> Five (5) round group workshop tables per break out rooms No pillars in the middle of the function room; <p>Meals:</p> <ul style="list-style-type: none"> First meal: Breakfast (First Day – April 15, 2024) Last meal: PM Snacks (Last Day – April 19, 2024) Managed buffet for Breakfast, Lunch and Dinner Unlimited coffee/tea/chocolate drink, water, and candies setup per breakout room; <p>Another Requirements:</p> <ul style="list-style-type: none"> Accessible means of transportation for the participants; Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations; With elevators if session halls and accommodations are in th higher floor/s; Responsive to safety and security requirements of the government; and Must be located within NCR or CALABARZON. 					
III	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (Within NCR, Tagaytay & Cavite) APRIL 15-19 2024 Php2,000.00/pax	292 Pax For 5 days			
TOTAL COST					
SPECIFICATIONS FROM END-USER					Bidder's Statement of Compliance ("Comply" or "Not Comply")
I. Venue shall be Department of Tourism (DOT) accredited II. Type of Activity/ies: Plenary Hall III. Number of Days: Five (5) days IV. Type of Accommodation for Secretariat/Facilitators and Guests: <ul style="list-style-type: none"> At least Double/Triple Sharing rooms/No Bed Sharing No bed mattress on the floor 24-hours Hot and Cold Shower, Clean Beddings, Rooms, and Restrooms <p>Function Room:</p> <ul style="list-style-type: none"> One (1) big Plenary Hall: Can accommodate at least 350 pax Eight (8) breakout rooms that can accommodate 60 participants per room; 					

- Well-lighted and well ventilated;
- Availability of audio-visual equipment with stand-by assistant:
 - At least **one (1) LCD projector and screens per Breakout rooms**,
 - At least **one (1) Whiteboard with marker/s and erasers**,
 - Complete set sound system, at least **ten (10) extension cords** for laptops,
 - **Two (2) microphones** (☒ wireless & ☐ wired microphones), and
 - Podium/lectern, etc.
- Unlimited access to internet/Wi-Fi in all areas of venue;
- Fast and reliable internet connection (at least 50 mbps) per breakout room;
- Five (5) round group workshop tables per break out rooms
- No pillars in the middle of the function room;

Meals:

- **First meal: Breakfast (First Day – April 15, 2024)**
- **Last meal: PM Snacks (Last Day – April 19, 2024)**
- Managed buffet for Breakfast, Lunch and Dinner
- Unlimited coffee/tea/chocolate drink, water, and candies setup per breakout room;

Another Requirements:

- Accessible means of transportation for the participants;
- Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations;
- With elevators if session halls and accommodations are in th higher floor/s;
- Responsive to safety and security requirements of the government; and
- Must be located within NCR or CALABARZON.

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

<u>SCHEDULE OF REQUIREMENTS</u>	<u>BIDDER'S STATEMENT OF COMPLIANCE</u> ("Comply" or "Not Comply")
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.	
APRIL 15-19, 2024	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
LOT I: Php3,270,000.00	In words:

	In figures:
LOT II: Php3,090,000.00	In words:
	In figures:
LOT III: Php2,920,000.00	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.**
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

APPENDIX B
DOCUMENTARY REQUIREMENT
ALTERNATIVE METHODS OF PROCUREMENT

LEASE OF REAL PROPERTY AND VENUE

RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES

Title:

Date:

ABC:

C. TABLE OF RATING FACTORS FOR LEASE OF VENUE

No.	RATING FACTORS	WEIGHT (%)	RATING
I	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	

	e. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirments		
	a. Maintenance	(5)	
	b. Attactiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	
I	Availability	X(.5)=	
II	Location and Site Condition	X(.1)=	
III	Neighborhood Data	X(.05)=	
IV	Veneu	X(.35)=	
	FACTOR VALUE		

PASSING RATE: 85%

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring Entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

Name and Signature

Name and Signature

Position/date

Position/date