



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 BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS ON APRIL 29, 2024 TO MAY 8, 2024, MAY 22, 2024 TO MAY 31, 2024 AND JUNE 1, 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	Php1,778,000.00
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION	Php1,796,000.00

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 April 5, 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.

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

ROA/Pro1



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



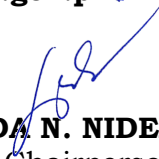
RO-ASD-F119

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Effectivity	11.06.23	Page	1 of 21



Certificate No. PHP QMS
22 93 0085

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)

	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE AREA) April 29-May 8, 2024 Php2,000.00/pax	88 pax for 10 days			
I	Between April 29-May 8, 2024 Php2,000.00/pax	1 pax for 6 days			
	Between April 29-May 8, 2024 Php2,000.00/pax	1 pax for 3 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 (Submit DOT Certificate) II. Type of Activity/ies: Plenary Hall III. Number of Days: Ten (10) days IV. Desired Venue and/or Function: Large Plenary Hall that can accommodate 110 pax, with three (3) breakout rooms that can accommodate 25-30 pax that is open until 11pm, and a meeting room for the Regional Technical Working Group. <ul style="list-style-type: none"> • Type of Accommodation for Secretariat/Facilitators and Guests: • Maximum of 3 Single Sharing rooms (No Bed Sharing) • No bed mattress on the floor. • Airconditioned room, with provision of clean towels, with hot and cold shower, and regularly cleaned beddings, rooms and restroom • Check-in time: 8:00AM • Check-out time: 2:00PM V. Per breakout rooms, there should be an available audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> • At least One (1) LCD projector and wide screen, • At least One (1) Whiteboard with marker/s and erasers, • Complete set sound system, • At least Five (5) extension cords for laptops, • Two (2) microphones (wireless), One (1) microphone stands, • Podium/lectern, etc. 					

<ul style="list-style-type: none"> • No pillars in the middle of the function room. <p>VI. Unlimited access to internet/Wi-Fi in all areas of venue;</p> <p>VII. Doctor or Nurses should be available 24 hours a day within the venue, and they shall conduct regular monitoring of health of participants</p> <p>VIII. Two (2) vans with a capacity of 12-15 pax should be made available for four(4) days during the National Assessment. The van shall bring and fetch the participant to and from the Assessment Venue. Moreover, the van shall also bring the meals and snacks of the participants during the entire assessment process. There will be two (2) assessment centers/ venue.</p> <p>IX. Meals:</p> <ul style="list-style-type: none"> • First meal: Breakfast (April 29, 2024) • Last meal: Dinner (May 8, 2024) <p>X. Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);</p> <p>XI. For breakfast: e.g. ___ main dishes, rice, bread, choice of hot tea/chocolate/coffee;</p> <p>XII. For lunch and dinner: e.g. ___ main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks. (Purely vegetarian or halal food may be required during the event proper);</p> <p>XIII. AM and PM snacks with drinks;</p> <p>XIV. Free flowing coffee, and/or tea;</p> <p>XV. Candies; and Stand-by waiters.</p> <p>Another Requirements:</p> <p>XVI. Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3” x 4”; optional for Projects not exceeding 5 days (COA Circ. 2013-004);</p> <p>XVII. With appropriate and sufficient parking area for VIP and other Guests;</p> <p>XVIII. With 24-hour security, front-desk and housekeeping services.</p>					
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE AREA)	89 pax for 10 days			
	May 22 to May 31, 2024 Php2,000.00/pax				
	June 1, 2024 Php2,000.00/pax	8 pax for 1 day			
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: Ten (10) days</p> <p>IV. Desired Venue and/or Function: Large Plenary Hall that can accommodate 110 pax, with three (3) breakout rooms that can accommodate 25-30 pax that is open until 11pm, and a meeting room for the Regional Technical Working Group.</p> <ul style="list-style-type: none"> • Type of Accommodation for Secretariat/Facilitators and Guests: • Maximum of 3 Single Sharing rooms (No Bed Sharing) • No bed mattress on the floor. • Airconditioned room, with provision of clean towels, with hot and cold shower, and regularly cleaned beddings, rooms and restroom • Check-in time: 8:00AM • Check-out time: 2:00PM <p>V. Per breakout rooms, there should be an available audio-visual equipment with stand-by assistant:</p> <ul style="list-style-type: none"> • At least One (1) LCD projector and wide screen, • At least One (1) Whiteboard with marker/s and erasers, • Complete set sound system, • At least Five (5) extension cords for laptops, • Two (2) microphones (wireless), One (1) microphone stands, • Podium/lectern, etc. • No pillars in the middle of the function room. <p>VI. Unlimited access to internet/Wi-Fi in all areas of venue;</p> <p>VII. Doctor or Nurses should be available 24 hours a day within the venue, and they shall conduct regular monitoring of health of participants</p> <p>VIII. Two (2) vans with a capacity of 12-15 pax should be made available for four(4) days during the National Assessment. The van shall bring and fetch the participant to and from the Assessment Venue. Moreover, the van shall also bring the meals and snacks of the participants during the entire assessment process. There will be two (2) assessment centers/ venue.</p> <p>IX. Meals:</p> <ul style="list-style-type: none"> • First meal: Breakfast (May 22, 2024) • Last meal: Dinner (June 1, 2024) <p>X. Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);</p> <p>XI. For breakfast: e.g. ___ main dishes, rice, bread, choice of hot tea/chocolate/coffee;</p> <p>XII. For lunch and dinner: e.g. ___ main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks. (Purely vegetarian or halal food may be required during the event proper);</p> <p>XIII. AM and PM snacks with drinks;</p> <p>XIV. Free flowing coffee, and/or tea;</p> <p>XV. Candies; and Stand-by waiters.</p> <p>Another Requirements:</p> <p>XVI. Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3" x 4"; optional for Projects not exceeding 5 days (COA Circ. 2013-004);</p> <p>XVII. With appropriate and sufficient parking area for VIP and other Guests;</p> <p>XVIII. With 24-hour security, front-desk and housekeeping services.</p>	
TOTAL COST	

**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 29 TO MAY 8, 2024	
MAY 22 TO JUNE 1, 2024	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
LOT I: Php1,778,000.00	In words:
	In figures:
LOT II: Php1,796,000.00	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