



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 REGION-WIDE ROLL-OUT ON UPSKILLING OF TEACHERS IN ENGLISH LANGUAGE INSTRUCTION ON MAY 13-17, 2024 AND MAY 21-23, 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	Php1,500,000.00
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION	Php102,000.00

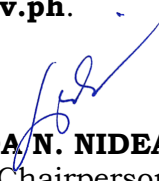
**INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.**

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 8, 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.**

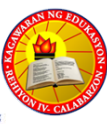
A copy of your 2024 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return and DOT Certificate** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

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

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

08F/ROA/Pro4



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



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Effectivity	11.06.23	Page	1 of 7



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.

<b>LOT</b>	<b>Description</b>	<b>Total QTY</b>	<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
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I.	<b>LEASE OF VENUE WITH FOOD AND ACCOMMODATION (Within Santa Rosa City/Tagaytay City)</b>  <b>MAY 13-17, 2024</b>  <b>Php2,000.00/pax</b>	<b>150 pax for 5 days</b>				
<b>Specifications from End-User</b>					<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>	
<ul style="list-style-type: none"> <li>• Venue shall be Department of Tourism (DOT) accredited (Submit DOT Certificate)</li> <li>• Type of Activity/ies: <b>Seminar-Workshop</b></li> <li>• Number of Days: <b>Five (5) days and Three (3) days</b></li> <li>• Desired Venue and/or Function: <b>1 Function Hall/ 3 Breakout Rooms</b></li> <li>• Type of Accommodation for Secretariat/Facilitators and Guests:</li> <li>• <b>At least 35 Single/Double Sharing rooms</b> for trainers <b>No Bed Sharing</b></li> <li>• <b>At least 40 Triple Sharing rooms (No Bed Sharing)</b></li> <li>• No bed mattress on the floor</li> <li>• 24-hours Hot and Cold Shower, Clean Beddings, Rooms, and Restrooms</li> <li>• Check-in-time: 10:00 in the morning</li> <li>• Check-out-time: 2:00 in the afternoon</li> </ul> <p><b>Function Room:</b></p> <ul style="list-style-type: none"> <li>• <b>Can accommodate at least 150 pax</b> in a <b>Plenary Set-up</b>;</li> <li>• <b>Three (3) breakout rooms that can accommodate 50 participants per room</b>;</li> <li>• Well-lighted and well ventilated;</li> <li>• Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>a. At least <b>Five (5) LCD projector and wide screens</b>,</li> <li>b. At least <b>Five (5) Whiteboard with marker/s and erasers</b>,</li> <li>c. Complete set sound system, at least <b>Fifteen (15) extension cords</b> for laptops,</li> <li>d. <b>Eight (8) microphones (6 wireless &amp; 2 wired microphones)</b></li> <li>e. <b>4 microphone stands</b>, and</li> <li>f. Podium/lectern, etc.</li> </ul> </li> <li>• Unlimited access to internet/Wi-Fi in all areas of venue;</li> <li>• At least 3 long tables for the Secretariat (Registration Area);</li> <li>• No pillars in the middle of the function room;</li> </ul> <p><b>Meals:</b></p> <ul style="list-style-type: none"> <li>• <b>First meal: Breakfast (First Day – May 13, 2024)</b></li> <li>• <b>Last meal: PM Snacks (Last Day – May 17, 2024)</b></li> </ul>						
<b>MEALS</b>		<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>
<i>Breakfast</i>		150	150	150	150	150
<i>AM Snacks</i>		150	150	150	150	150

Lunch							
PM Snacks							
Dinner							
<ul style="list-style-type: none"> <li>Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);</li> <li>For breakfast: e.g. __ main dishes, rice, bread, choice of hot tea/chocolate or coffee;</li> <li>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);</li> <li>AM and PM snacks with drinks;</li> <li>Free flowing coffee, and/or tea;</li> <li>Candies; and Standby-by waiters.</li> </ul> <p><b>Another Requirement/s:</b></p> <ul style="list-style-type: none"> <li>Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/choco/tea area, and dining area;</li> <li>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);</li> <li>With appropriate and sufficient parking area for VIP and other Guests;</li> <li>With 24-hour security, front-desk and housekeeping services.</li> <li>Accessible means of transportation for the participants;</li> <li>Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations;</li> <li>With elevators if session halls and accommodations are in th higher floor/s;</li> <li>Responsive to safety and security requirements of the government; and</li> <li><b>Must be located within Santa Rosa City or Tagatay City</b></li> </ul>							
<b>TOTAL COST:</b>							
II.	<b>MAY 21-23, 2024</b>	<b>17 pax for 3 days</b>					
	<b>Php2,000.00/pax</b>						
<b>Specifications from End-User</b>							<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>
<ul style="list-style-type: none"> <li>Venue shall be Department of Tourism (DOT) accredited (Submit DOT Certificate)</li> </ul>							

- Type of Activity/ies: **Seminar-Workshop**
- Number of Days: **Three (3) days**
- Desired Venue and/or Function: **1 Function Hall**
- Type of Accommodation for Secretariat/Facilitators and Guests:
- **At least 2 Single/Double Sharing rooms for trainers No Bed Sharing**
- **At least 5 Triple Sharing rooms (No Bed Sharing)**
- No bed mattress on the floor
- 24-hours Hot and Cold Shower, Clean Beddings, Rooms, and Restrooms
- Check-in-time: 10:00 in the morning
- Check-out-time: 2:00 in the afternoon

#### **Function Room:**

- **Can accommodate at least 20 pax in a Plenary Set-up;**
- Well-lighted and well ventilated;
- Availability of audio-visual equipment with stand-by assistant:
  - At least **One (1) LCD projector and wide screens,**
  - At least **One (1) Whiteboard with marker/s and erasers,**
  - Complete set sound system, at least **Fifteen (4) extension cords** for laptops,
  - Three (3) microphones**
  - 1 microphone stands,** and
  - Podium/lectern, etc.
- Unlimited access to internet/Wi-Fi in all areas of venue;
- At least 1 long tables for the Secretariat (Registration Area);
- No pillars in the middle of the function room;

#### **Meals:**

- **First meal: Breakfast (First Day – May 21, 2024)**
- **Last meal: PM Snacks (Last Day – May 23, 2024)**

<b>MEALS</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>
<i>Breakfast</i>			
<i>AM Snacks</i>			
<i>Lunch</i>	17	17	17
<i>PM Snacks</i>			
<i>Dinner</i>			

- Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);
- For breakfast: e.g. \_\_ main dishes, rice, bread, choice of hot tea/chocolate or coffee;
- 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);
- AM and PM snacks with drinks;
- Free flowing coffee, and/or tea;
- Candies; and Standby-by waiters.

#### **Another Requirement/s:**

- Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/choco/tea area, and dining area;

<ul style="list-style-type: none"> <li>• 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);</li> <li>• With appropriate and sufficient parking area for VIP and other Guests;</li> <li>• With 24-hour security, front-desk and housekeeping services.</li> <li>• Accessible means of transportation for the participants;</li> <li>• Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations;</li> <li>• With elevators if session halls and accommodations are in th higher floor/s;</li> <li>• Responsive to safety and security requirements of the government; and</li> <li>• <b>Must be located within Santa Rosa City or Tagatay City</b></li> </ul>	
<b>TOTAL COST:</b>	

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

<b><u>SCHEDULE OF REQUIREMENTS</u></b>	<b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b> <b>(“Comply” or “Not Comply”)</b>
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.	
<b>Lot I:</b>  <b>MAY 13-17, 2024</b>	
<b>Lot II</b>  <b>MAY 21-23, 2024</b>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>Lot I:</b>  <b>Php1,500,000.00</b>	In words:
	In figures:
<b>Lot II:</b>  <b>Php102,000.00</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