



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 R4A CALABARZON REGIONAL DEVELOPMENT AND QUALITY ASSURANCE OF LESSON SCRIPTS FOR NRP, NRM AND CUF ON JULY 5-14, 2024 AND JULY 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 (JULY 5-14, 2024)	Php7,200,000.00
II	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (JULY 15-19, 2024)	Php3,600,000.00

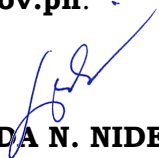
INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.

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 JULY 1, 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.**

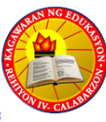
A copy of your 2024 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return and DOT Certificate** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of 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/Pro2



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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Certificate No. PHP QMS
 22 93 0085

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 QUEZON CITY) July 5-14, 2024 Php2,000.00/pax	360 pax for 10 days			
II.	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (Within QUEZON CITY) July 15-19, 2024 Php2,000.00/pax	360 pax for 5 days			
Specifications from End-User					Bidder's Statement of Compliance ("Comply" or "Not Comply")
PROGRAM/TRAINING TITLE:		Minimum Requirements for the Venue			
R4A CALABARZON REGIONAL DEVELOPMENT AND QUALITY ASSURANCE OF LESSON SCRIPTS FOR NRP, NRM AND CUF Workshop on the Development and Validation of lesson Exemplars JULY 5-14, 2024 Workshop on the Finalization of Lesson Exemplars JULY 15-19, 2024		General: <ul style="list-style-type: none"> • Strong internet connection with a minimum of 150 mbps; • Frequently sanitized grand/spacious hall that can accommodate 360 pax in one seating; • Function hall is ready for registration at 6:00 am; • • Free use of function rooms or wide lobby/area for display and set up of the presentation of participants; • Can accommodate 360 participants for triple Sharring/Standard Sharing room accommodation to observe health protocols; • With 2 LCD and widescreen and printer extension cords, quality sound system, microphones & microphone stands, whiteboard with markers; • Classroom type set-up while round table set up; • Free tarpauline at least 2pcs – Outside & Main hall Hanging) with DepEd CALABARZON Logo; • With 9x12 meter area for tarpauline; • Free flowing coffee (brewed), tes and hot chocolate; • Purified drinking water, hot and cold, mess hall and dining area. 			

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

<u>SCHEDULE OF REQUIREMENTS</u> 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.	<u>BIDDER’S STATEMENT OF COMPLIANCE</u> (“Comply” or “Not Comply”)
Lot I: July 5-14, 2024	
Lot II July 15-19, 2024	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Lot I: Php7,200,000.00	In words:
	In figures:
Lot II: Php3,600,000.00	In words:
	In figures:
	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