



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 ACCOMMODATION FOR THE COMPREHENSIVE TRAINING PROGRAM ON WRITING POLICY BRIEF FOR SUPERVISORS ON APRIL 23-25, 2025”** 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 **ONE HUNDRED EIGHTY THOUSAND PESOS (Php180,000.00)**

The project shall be awarded as one Project having several items that shall be awarded as one contract.

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 31, 2025 at 9:00 am** 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** 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/AAA



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 6



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)

1.	<p style="text-align: center;">FOOD AND ACCOMMODATION (WITHIN METRO MANILA)</p> <p>April 23-25, 2025</p> <p>Php 2000.00/pax /day</p>	<p style="text-align: center;">30 Pax</p>											
Specifications from End-User					Bidder's Statement of Compliance ("Comply" or "Not Comply")								
<p>Specification (from End-User):</p> <p>I. Type of Activity/ies: <u>Workshop</u></p> <p>II. Number of Days: Three (3)</p> <p>III. Desired Venue and/or Function: <u>Function hall</u></p> <p>IV. Type of Accommodation for secretariat / facilitators and guests:</p> <ul style="list-style-type: none"> ✓ At least 2 Single/Double Sharing rooms. ✓ No Triple sharing rooms for participants ✓ No bed mattress on the floor. ✓ 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom <p>Check-in time: 2:00 PM Check-out time: 12:00 NN</p> <table border="1" data-bbox="113 1205 1230 1906"> <tr> <td data-bbox="113 1205 1230 1245">Function Room:</td> </tr> <tr> <td data-bbox="113 1245 1230 1285"> <ul style="list-style-type: none"> • Can accommodate at least 30 pax in a conference set-up; </td> </tr> <tr> <td data-bbox="113 1285 1230 1326"> <ul style="list-style-type: none"> • Well-lighted and well ventilated; </td> </tr> <tr> <td data-bbox="113 1326 1230 1644"> <ul style="list-style-type: none"> • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> • At least 2 LCD projectors (1 in front & 1 at the side) and wide screens, • At least 1 Whiteboard with marker/s and erasers, • Complete set sound system, at least 6 extension cords for laptops, • 3 microphones (3 wireless& no wired microphones), no need of microphone stands, and • podium/lectern, etc. </td> </tr> <tr> <td data-bbox="113 1644 1230 1684"> <ul style="list-style-type: none"> • Unlimited access to internet / Wi-Fi in all areas of venue specifically in the conference room as well as in bedroom; </td> </tr> <tr> <td data-bbox="113 1684 1230 1724"> <ul style="list-style-type: none"> • Very reliable internet connection </td> </tr> <tr> <td data-bbox="113 1724 1230 1765"> <ul style="list-style-type: none"> • At least 2 tables for the Secretariat (Registration Area); </td> </tr> <tr> <td data-bbox="113 1765 1230 1906"> <ul style="list-style-type: none"> • No pillars in the middle of the function room. </td> </tr> </table> <p>Meals</p> <ul style="list-style-type: none"> • First meal: Breakfast – April 23, 2025 • Last meal: PM Snacks – April 25, 2025 					Function Room:	<ul style="list-style-type: none"> • Can accommodate at least 30 pax in a conference set-up; 	<ul style="list-style-type: none"> • Well-lighted and well ventilated; 	<ul style="list-style-type: none"> • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> • At least 2 LCD projectors (1 in front & 1 at the side) and wide screens, • At least 1 Whiteboard with marker/s and erasers, • Complete set sound system, at least 6 extension cords for laptops, • 3 microphones (3 wireless& no wired microphones), no need of microphone stands, and • podium/lectern, etc. 	<ul style="list-style-type: none"> • Unlimited access to internet / Wi-Fi in all areas of venue specifically in the conference room as well as in bedroom; 	<ul style="list-style-type: none"> • Very reliable internet connection 	<ul style="list-style-type: none"> • At least 2 tables for the Secretariat (Registration Area); 	<ul style="list-style-type: none"> • No pillars in the middle of the function room. 	
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MEALS	Day 1	Day 2	Day 3
Breakfast	Overflowing coffee, tea and choco	Overflowing coffee, tea and choco	Overflowing coffee, tea and choco
AM Snacks	No beverage form powdered juice	No beverage form powdered juice	No beverage form powdered juice
Lunch			
PM Snacks			
Dinner			
<ul style="list-style-type: none"> 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 but no bottled water; Candies; and stand-by waiters 			
Another Requirement/s:			
<ul style="list-style-type: none"> Maintaining of cleanliness in the function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area. Provision for backdrop for the activity and tarpaulin display at the venue not to exceed 3" x 4" (optional for Projects not exceeding 5 days per COA Circ. 2013-004) With appropriate and sufficient parking area for VIPs and other guests With 24-hour security, front-desk, and housekeeping services. 			
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 23-25,2025	
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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php180,000.00	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