



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 **“2 UNITS VAN RENTAL FOR THE CONDUCT OF THE 2025 NATIONAL FESTIVAL OF TALENTS TO BE HELD AT VIGAN ILOCOS SUR ON MAY 18-24, 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 FOURTEEN THOUSAND PESOS (Php114,000.00)**

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 MAY 5, 2025 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.**

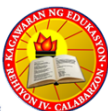
A copy of your 2025 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s 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/JLN



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 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.

Item	Description	Total QTY	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	VAN RENTAL May 18-24, 2025 Php114,000.00 for 7 days	2 units			

Specifications from End-User					Bidder's Statement of Compliance ("Comply" or "Not Comply")
Specification (from End-User): 1. Fully Air-Conditioned Vans 2. 12 Seating Capacity 3. Toll fees / Diesel / Parking Fee / Driver 4. Food of Drivers 5. Can be able to attend the needs of the Regional Personnel for the following activities of the NFOT and NSPC within the vicinity of the Vigan City. <p style="text-align: center;">MATRIX</p> (From Billeting School-Caoayan Central School – San Lorenzo Querubin, Caoayan, Ilocos Sur to the following event venues BACK and FORTH)					
Date	Time	Activities	From	To	
May 18, 2025	5:00 am	Pick up Going to Vigan City	DepEd Region IV-A CALABARZON, Karangalan Village, Cainta, Rizal	Caoayan Central School, San Lorenzo Querubin, Caoayan, Ilocos Sur	
May 19, 2025	1:00 pm – 10:00 pm	Opening Program and Bayle Contest Proper	Caoayan Central School	Within the Vicinity of Vigan City	
May 20, 2025	8:00 am to 5:00 pm	Different Contest	Caoayan Central School	Within the Vicinity of Vigan City	
	7:00 pm to 10:00 pm	Governors Night	Caoayan Central School	Vigan City Vigan Proper	
May 21, 2025	8:00 am to 5:00 pm	Different Contest	Caoayan Central School	Within the Vicinity of Vigan City	
May 22, 2025	8:00 am to 5:00 pm	NSPC Events and NFOT Closing and Awarding Ceremony	Caoayan Central School	Within the Vicinity of Vigan City	
May 23, 2025	8:00 am to 12:00 noon	NSPC Closing and Awarding Ceremony	Caoayan Central School	Within the Vicinity of Vigan City	
May 24, 2025	5:00 am	Home Sweet Home	Caoayan Central School	DepEd Region IV-A CALABARZON , Karangalan Village, Cainta, Rizal	

REQUIREMENTS:

1. The **SERVICE PROVIDER** shall provide two (2) of any of the latest models of vans, duly registered with the LTO in good working / running condition, fully air-conditioned, with at least 12 passenger seating capacity each of the subject unit excluding the driver,
2. The **SERVICE PROVIDER** shall assign competent professional drivers with advance knowledge in motor vehicle or car troubleshooting.
3. The **SERVICE PROVIDER** shall provide a road worthy condition of the vehicle and capable of provincial travel.
4. The **SERVICE PROVIDER** shall ensure a good physical appearance of the vehicle e.g. no broken or crack mirrors, intact and functioning engine.
5. The **SERVICE PROVIDER** shall ensure a fully airconditioned vehicle.
6. The **SERVICE PROVIDER** shall ensure the timely departure and arrival of its vehicles from and to the respective assigned areas.
7. The **SERVICE PROVIDER** shall ensure the vehicle must be duly registered under the name of rental company.
8. The **SERVICE PROVIDER** shall ensure that all features and vehicle parts must be functioning well such as but not limited to: vehicle brake, signal lights, tire pressure, and air-conditioning system among other relevant parts/functions.
9. The **SERVICE PROVIDER** shall shoulder all expenses relative to its service, e.g., fuel, parking fees, toll fees, drivers' meals and accommodation, etc.
10. The **SERVICE PROVIDER** shall be liable for any accident caused by reckless imprudence, poor monitoring of each motor vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.
11. The **SERVICE PROVIDER** shall be responsible for any death, loss or injury suffered by the DepEd Region IV-A CALABARZON personnel and/or the personnel of the latter's partner agencies or by any third party arising and/or resulting from the fault or negligence of the **SERVICE PROVIDER's** drivers in the performance of their services and condition of the van units without any prejudice to any criminal liability that may be incurred.
12. Pictures of the vans complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual pictures in the proposal is a ground for disqualification.
13. The quoted price shall be firm and irrevocable and not subject to any change whatsoever, due to increase in cost of fuel, parking fees, toll fees, drivers' meals and accommodation, etc.

TOTAL COST:

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

<p><u>SCHEDULE OF REQUIREMENTS</u></p> <p>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.</p>	<p><u>BIDDER'S STATEMENT OF COMPLIANCE</u></p> <p>("Comply" or "Not Comply")</p>
<p>May 18-24, 2025</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php114,000.00	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