REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON) through its Bids and Awards Committee,** intends to procure **"FOOD AND CONFERENCE HALL FOR THE INCENTIVE-BASED ACTIVITY FOR LEARNERS TO IMPROVE LEARNING OUTCOMES: (AWARDING OF PISA SCHOOLS IN RELATION TO PISA ACTIVITIES TOWARDS IMPROVED LEARNING OUTCOMES ON JUNE 10, 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 **THREE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED PESOS (Php337,500.00)**

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 7, 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**.
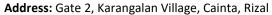
LOIDA N. NIDEA
BAC Chairperson

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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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.	**FOOD AND CONFERENCE HALL** **(within RIZAL or NCR)** **June 10, 2025** **Php 1500.00/pax /day**	225 Pax			

Specifications from End-User	**Bidder's Statement of Compliance** **("Comply" or "Not Comply")**

Specification (from End-User):

I. Type of Activity/ies: <u>Recognition of</u>
II. Number of Days: <u>1 Day</u>
III. Desired Venue and/or Function: <u>Function Hall – Conference Set-up</u>
IV. Type of Accommodation for secretariat / facilitators and guests:
  ✓ **1 room for secretariat**
  ✓ **2 rooms for dressing rooms.**

Function Room:

- Can accommodate at least **225 pax** in a **conference** set-up;

- Well- lighted and well ventilated;

- Availability of audio-visual equipment with stand-by assistant:
  • At least **1 LED screen,**
  • Complete set sound system,
  • **4 microphones** (2 wireless & 2 wired microphones), **2 microphone stands,** and
  • podium/lectern, etc.

- Unlimited access to internet / Wi-Fi in all areas of venue;

- At least **3 tables** for the Secretariat (Registration Area);

- No pillars in the middle of the function room.

Meals
- First meal: Breakfast – June 10, 2025
- Last meal: PM Snacks – June 10, 2025

MEALS	June 10, 2025
Breakfast	
AM Snacks	
Lunch	225
PM Snacks	

• 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;	
• Free flowing coffe and/or tea;	
• Candies; and stand-by waiters	
Another Requirement/s: • Maintaining cleanliness in the function hall, restrooms, hallways, 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.

SCHEDULE OF REQUIREMENTS 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.	BIDDER'S STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")
June 10, 2025	

FINANCIAL OFFER	
Approved Budget for the Contract	**Your Total Offered Quotation**
Php 337, 500.00	In words: In figures:

Payment Details:	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